



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

COMNAVPERSCOMINST 5400.1
PERS-03
18 JUL 2000

COMNAVPERSCOM INSTRUCTION 5400.1

From: Commander, Navy Personnel Command

Subj: NAVY PERSONNEL COMMAND (COMNAVPERSCOM) ORGANIZATION MANUAL

1. Purpose. To issue the COMNAVPERSCOM organization manual.

2. Scope and Content. This organization manual documents the command structure and reflects functions and tasks down to the unit level.

3. Responsibilities

a. COMNAVPERSCOM officials are responsible for ensuring that information reflecting the structure and functions/tasks of the organization under their cognizance is accurate and current.

b. The Manpower and Organizational Plans Office (PERS-03) is responsible for providing assistance to the Commander, Navy Personnel Command (COMNAVPERSCOM) in evaluating proposed organizational change.

4. Organization Changes. Submit all proposed organization changes to COMNAVPERSCOM via PERS-03 for approval.

J. B. HINKLE
Rear Admiral, U.S. Navy

Distribution:

COMNAVPERSCOM List

- 1A Commander, Special Assistants, Staff Office Directors,
Assistant Commanders Navy Personnel Command (ACNPC)
- 1B Division Directors
- 2A Branch Heads
- 2B Section and Unit Heads

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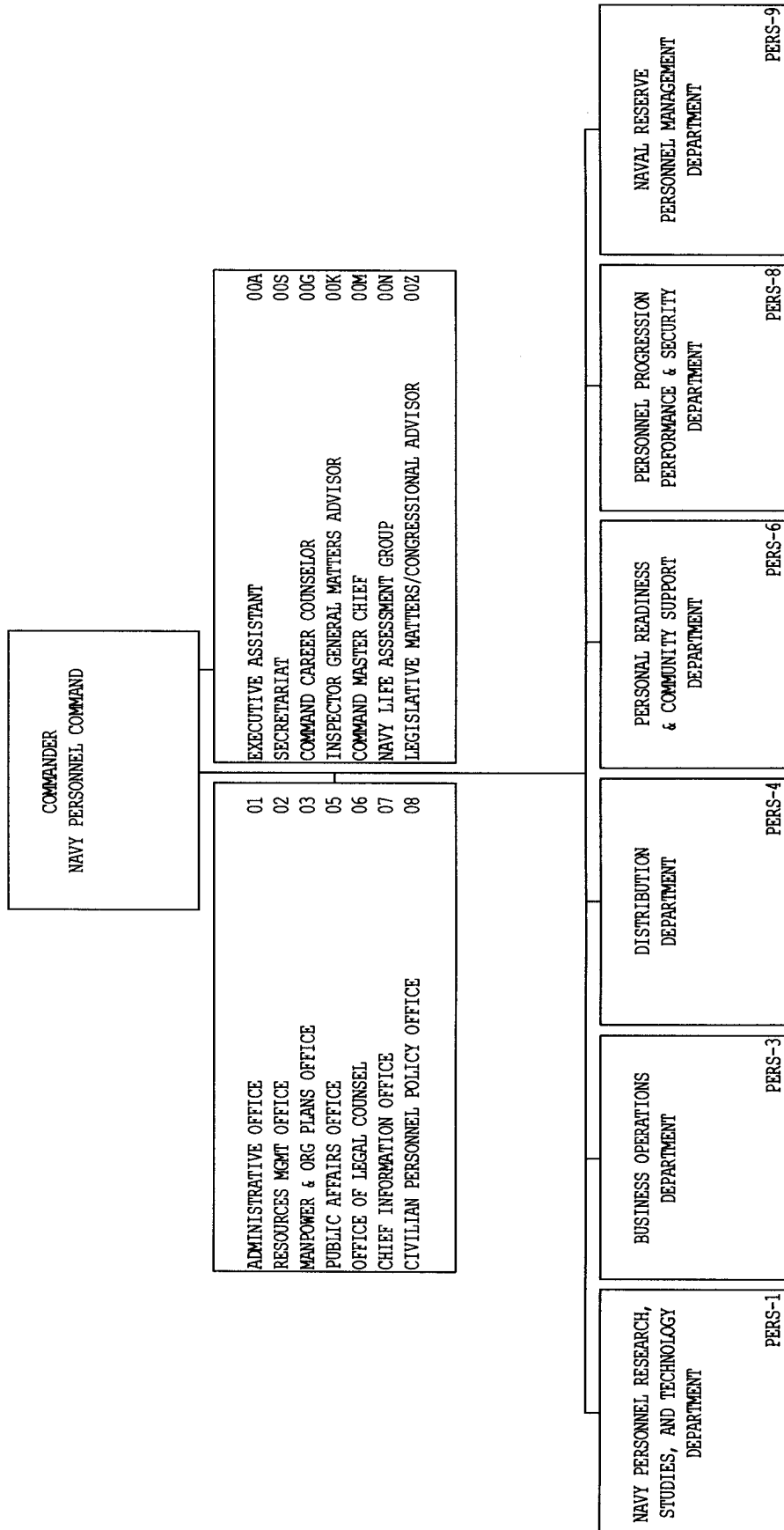
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SPECIAL ASSISTANTS

All special assistants are tasked with both Bureau of Naval Personnel (BUPERS) and COMNAVPERSCOM functions and are considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

Executive Assistant (PERS-00A)

Serves as principal assistant to COMNAVPERSCOM in the operation and administration of COMNAVPERSCOM; acts for the COMNAVPERSCOM in routine matters of administration.

Secretariat (PERS-00S)

Manages, directs, and coordinates administrative activities in support of COMNAVPERSCOM. Administers the correspondence processing control, message traffic, and action items. Maintains automated correspondence tracking system, and serial, standard subject identification code (SSIC), and read files.

Command Career Counselor (PERS-00G)

Serves as principal advisor to COMNAVPERSCOM on all policies and regulations related to enlisted personnel career planning matters, i.e., reenlistment, retirement, separation, education, quality of life, etc. Manages and administers the command Career Information Program, internal public relations, and other facets of the command Retention Program. Trains the command Retention Team and supervisors.

Inspector General Matters Advisor (PERS-00K)

Advises and assists COMNAVPERSCOM in all inspector general matters including coordination with oversight agencies from DON, DOD, and other government activities. Provides direct support to COMNAVPERSCOM by administering Inspector General; Management Control; Command Evaluation; and Audit Liaison, Review and Response programs and functions. Acts as COMNAVPERSCOM focal point for action on inspections, audit reports, hotline complaints, management controls, evaluations, and related matters. Ensures coordination on inspector general matters within and between COMNAVPERSCOM and subordinate activities.

Command Master Chief (PERS-00M)

Serves as the principal enlisted advisor to COMNAVPERSCOM on all matters relating to potential situations, policies, procedures, discipline, utilization, training, practices and perceptions that affect welfare, morale, and job satisfaction of enlisted members

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within NAVPERSCOM and as necessary throughout the claimancy. Additionally, responsible to COMNAVPERSCOM for personnel matters as outlined in OPNAVINST 1306.2.

Navy Life Assessment Group (PERS-00N)

Serves as principal advisor and provides consultation services to COMNAVPERSCOM for all manpower and personnel (MP) analyses and organizational effectiveness projects supporting operational readiness, morale, and retention. Provides cross-functional liaison with other MP organizations conducting research and development involving recruiting, readiness, and retention. Provides MP survey expertise and coordination.

Legislative Matters/Congressional Advisor (PERS-00Z)

Provides direct support to COMNAVPERSCOM by acting as focal point for all actions on legislative initiatives, testimony, and questions for the record (QFR). Acts as special liaison and primary point of contact for congressional correspondence. Ensures coordination with Chief of Naval Personnel (CHNAVPER) on legislative, special interest and personnel issues. Primary point of contact for Board for Correction of Naval Records (BCNR) actions routed through COMNAVPERSCOM.



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PERS-01
ADMINISTRATIVE OFFICE

Function

Advises and assists COMNAVPERSCOM in the general administration and management of the command which includes military personnel support services, office services, job-related training, mail publications, printing, and records management. Administers the COMNAVPERSCOM Substance Abuse Program for military personnel, and the safety and security programs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G. Assigned by COMNAVPERSCOM as Commanding Officer, Staff Enlisted Personnel.

Tasks

1. Administers the Safety and Occupational Health Programs within COMNAVPERSCOM. (016DD)
2. Administers the COMNAVPERSCOM Drug and Alcohol Abuse Program. (01FF)
3. Provides military personnel support through the Adjutant/Military Support Division. (011)
4. Administers the Planning Board for Training of the command. (011/015)
5. Reviews all directives originated in the command. (013)
6. Provides support services through Support Services Division. (016)
7. Provides Career Counseling to the command. (00G)
8. Delegated responsibilities as Commanding Officer, Staff Enlisted Personnel. (01)

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PERS-011
ADJUTANT/MILITARY SUPPORT DIVISIONFunction

Provides military personnel support services for COMNAVPERSCOM. Serves as Senior Watch Officer and publishes the COMNAVPERSCOM watchbill. Provides Duty Office support. Manages the command Urinalysis Program. Coordinates military administration procedures. Serves as the Executive Officer for the enlisted staff, the human immuno-deficiency virus (HIV) Coordinator and the Family Advocacy Program Coordinator.

Tasks

1. Maintains COMNAVPERSCOM military social roster and personnel locator for recall.
2. Administers leave authorization numbers.
3. Coordinates actions on letters of indebtedness.
4. Assigns investigator to investigate, report, and compile all civilian and Armed Forces police reports on military personnel.
5. Coordinates line of duty investigations.

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PERS-013

DIRECTIVES AND RECORDS MANAGEMENT DIVISION

Function

Develops, implements, and assesses policies, procedures, standards, and guidelines for records management, directives management, printing and publications, and forms management for COMNAVPERSCOM.

Tasks

1. Conducts inventory of information systems creating electronic records. Maintains and updates records database.
2. Coordinates scheduling of all unscheduled records. Assigns and approves disposition authorities for unscheduled records, and processes Notices of Intent to Destroy Records.
3. Coordinates change of record sponsorship and provides records disposition guidance.
4. Inspects, processes, and facilitates transfer and retrieval of COMNAVPERSCOM records stored in Federal Record Centers. Coordinates declassification and disposition of COMNAVPERSCOM classified and frozen records stored in Federal Record Centers.
5. Reviews and approves media conversion from paper to microfilm. Coordinates alternate storage of security microfiche during Electronic Military Personnel Record System (EMPRS) conversion and implementation.
6. Conducts records management training within COMNAVPERSCOM.
7. Coordinates file studies within COMNAVPERSCOM.
8. Maintains the COMNAVPERSCOM telephone directory.
9. Provides printing and CD-ROM services for all COMNAVPERSCOM-sponsored material under law, Government Printing and Binding Regulations, and DON regulations that govern the procurement of printed and CD-ROM material. CD-ROM processes include composition, computer technology, CD-ROM mastering, and duplicating.
10. Develops funding requirements for the printing of administrative publications, forms, and periodicals used Navy-wide.
11. Develops funding requirements for printing and CD-ROM material used in COMNAVPERSCOM offices.

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12. Accepts or initiates printing and CD-ROM requisitions for all COMNAVPERSCOM-sponsored material.
13. Maintains liaison between COMNAVPERSCOM and Navy Supply Systems Command; Chief of Naval Operations and staff; Naval Aviation Supply Office, Philadelphia; Defense Printing Service; and the Government Printing Office relative to printing, stocking, initial distribution, and issue of printed material.
14. Administers the Publications Management Program. Furnishes technical assistance in planning, preparation, and procurement of printed and CD-ROM material.
15. Provides for the initial distribution of printed and CD-ROM material.
16. Provides forms analysis and forms design services. Maintains forms case files. Ensures that all forms are current, accurate, and justified.
17. Performs office automation requirements analysis (other than automatic data processing (ADP) and that equipment connected to ADP). Develops specifications used to determine the specific equipment to best fulfil the requirements of a particular application, and performs economic analyses to determine the most cost-effective equipment to meet users' requirements.
18. Reviews Reports Analysis Data Sheets to ensure reports are required, not duplicated elsewhere, documented in appropriate directives, and are current.
19. Reviews all directives originated in the command for compliance with the Directives Issuance System and maintains case files.
20. Maintains and issues the COMNAVPERSCOM Administrative Manual (ADMINMAN) (COMNAVPERSCOMINST 5000.1)

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PERS-014
SECURITY/MAIL DIVISIONFunction

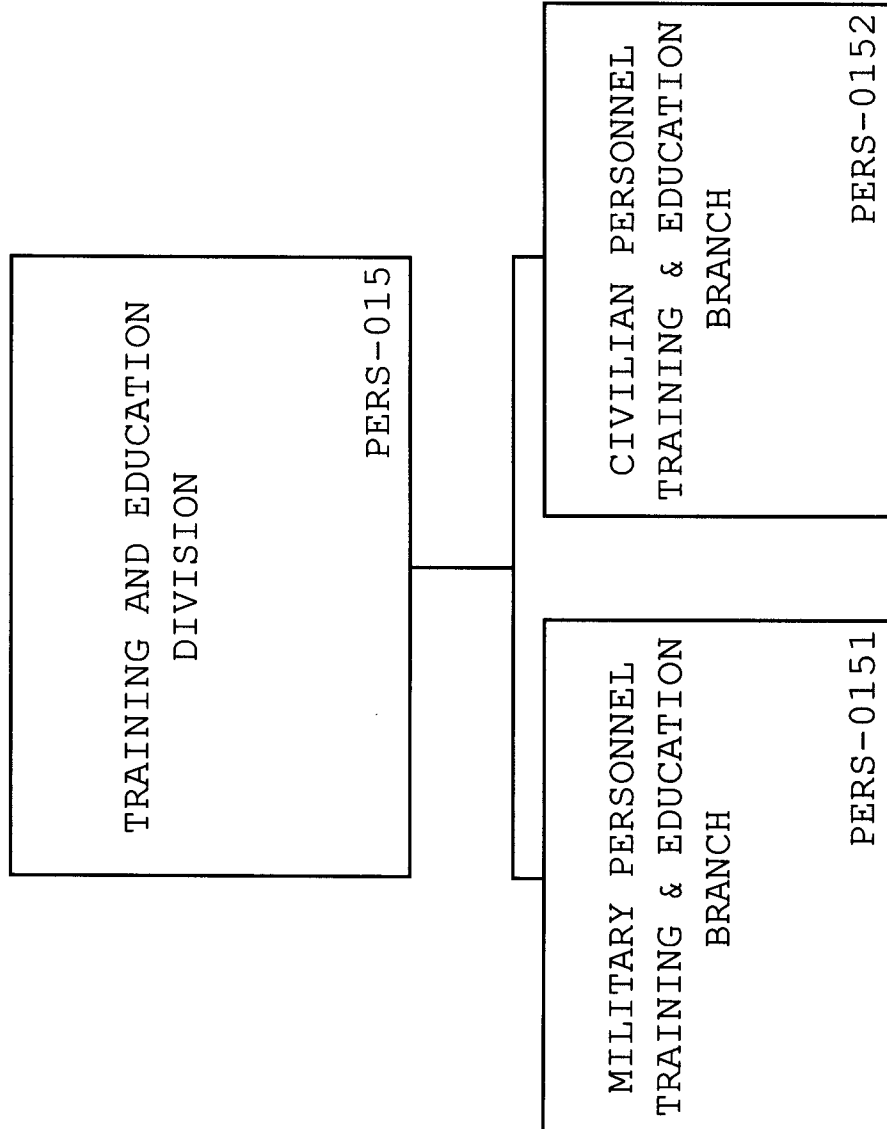
Establishes and implements security policy for COMNAVPERSCOM in accordance with DOD and DON directives, instructions and guidelines.

Tasks

1. Administers and develops written security policy and procedures for the Physical, Industrial, Communications Security (COMSEC)/Electronic Key Management (EKMS), Transient Electro-Magnetic Pulse Emanation Standard (TEMPEST), and the Information and Personnel Security Programs.
2. Reviews and inspects effectiveness of command written security policies and procedures.
3. Administers the command program for classification, safeguarding, transmission, and destruction of classified information. Coordinates the preparation and maintenance of security classification guides under the command's cognizance.
4. Ensures threats to security, compromises and other security violations are reported, recorded and, when necessary, investigated. Incidents described in SECNAVINST 5510.36 Chapter
5. Prepares an emergency destruction plan for the protection of classified material.
6. Administers Security Awareness/Training Program.
7. Liaisons with Naval Support Activity (NAVSUPPACT) Mid-South Consolidated Mail Facility (CMF)/DON/DOD on all U.S. Mail issues.
8. Maintains records of personal foreign travel reported by assigned personnel. Develops security measures and procedures regarding visitors who require access to classified information.
9. Establishes a physical security policy. Administers the Physical Security Program and maintains the Electronic Badging Access Control System (EBACS) Program. Liaisons with NAVSUPPACT Mid-South on matters concerning physical security.
10. Maintains records of classified safe combinations and provides combination change services for all secure containers.
11. Ensures that classified information is secured and controlled areas are sanitized when a visitor is not authorized.

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12. Maintains the Missing, Lost, Stolen and Recovered (MLSR) Program.
13. Ensures access to classified information is limited to those with a need to know. Approves and maintains listings of all personnel authorized to release and/or receive naval messages through the COMNAVPERSCOM Message Center.
14. Ensures personnel security investigations, clearances and access are recorded.
15. Coordinates the command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.
16. Ensures compliance with accounting and control requirements for classified (Top Secret, Secret, and Confidential) material, including receipt, distribution, inventory, reproduction, and disposition.
17. Ensures security control of visits to and from the command when visitor requires, and is authorized, access to classified information for civilian, military, and contractor personnel.
18. Issues courier passes and/or authorization letters for hand carrying classified material outside command local area.
19. Ensures compliance with the requirements of security when access to classified information is provided to industry for official government business.
20. Provides control point for Defense Courier Services for associated activities and boards.
21. Administers and manages the Information System Security (INFOSEC) Program.
22. Ensures any electrical or electronic processing equipment meets TEMPEST requirements.
23. Liaisons with the command Public Affairs Officer (PAO) to ensure that proposed press releases and information intended for public release are subjected to security reviews.



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PERS-015
TRAINING AND EDUCATION DIVISION

Function

Administers and coordinates COMNAVPERSCOM Training Program for all military and civilian personnel. Analyzes the training needs of COMNAVPERSCOM. Sponsors or conducts in-house training that is mandatory for all personnel and sponsors or conducts in-house training that meets the specific needs of military and civilian supervisors and non-supervisors. Announces in-house courses and courses sponsored by the Human Resources Office (HRO) and other government agencies that are relevant to the training needs of the command. Provides guidance and assistance on training and development matters to military and civilian personnel. Arranges for attendance of personnel at interagency training and at non-government facilities when in-house or government training is not available or is more costly. Processes training requests (DD 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement).

Tasks

1. Advises and assists the Director/Deputy Director, Administrative Office (PERS-01) in all education and training activities of COMNAVPERSCOM.
2. Executive Assistant to Chair of COMNAVPERSCOM Planning Board for Training (PBFT).
3. Establishes and maintains professional relationships with other educational resources such as Navy College and local Memphis area educational institutions to enhance the professional and personal development opportunities available to COMNAVPERSCOM personnel.
4. Maintains the COMNAVPERSCOM Training Homepage on COMNAVPERSCOM Intranet, Local Area Network (LAN).
5. Maintains curriculum and educational materials on-line to provide remote, on-call education and training opportunities via COMNAVPERSCOM Intranet LAN.
6. Reviews and tracks all incoming training requests. Processes invoices and prepares monthly budget statements.
7. Coordinates the availability of COMNAVPERSCOM collateral duty and professional/contract instructors for in-house training.
8. Controls and coordinates in-house training rooms and facilities.

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9. Maintains a professional library of audio-visual material, related study guides, training publications, etc.
10. Develops and administers the Indoctrination Program for all personnel who have recently reported for duty at COMNAVPERSCOM. Ensures the Indoctrination Program integrates military and civilian personnel on topics that emphasize the team concept necessary at COMNAVPERSCOM.
11. Develops, coordinates, and administers the Mentorship Program (military and civilian) for all COMNAVPERSCOM personnel desiring to participate in guiding and instructing junior personnel in general or specific areas of expertise.
12. Coordinates all information technology (IT) training.

Military Personnel Training and Education Branch (PERS-0151)

13. Acts as Area Coordinator for the Leadership Continuum Course (LCC).
14. Coordinates the General Military Training (GMT) Program and ensures that the GMT Program is in conformance with OPNAVINST 1500.22 series and all applicable NAVADMINs.
15. Participates in the Command Training Team (CTT), with one qualified member serving as CTT Leader. The CTT Leader will schedule all classes and facilitators for Navy Rights and Responsibilities (NR&R), and other classes as directed by the Command Managed Equal Opportunity (CMEO) Officer.
16. Develops and administers any other military training as required.

Civilian Personnel Training and Education Branch (PERS-0152)

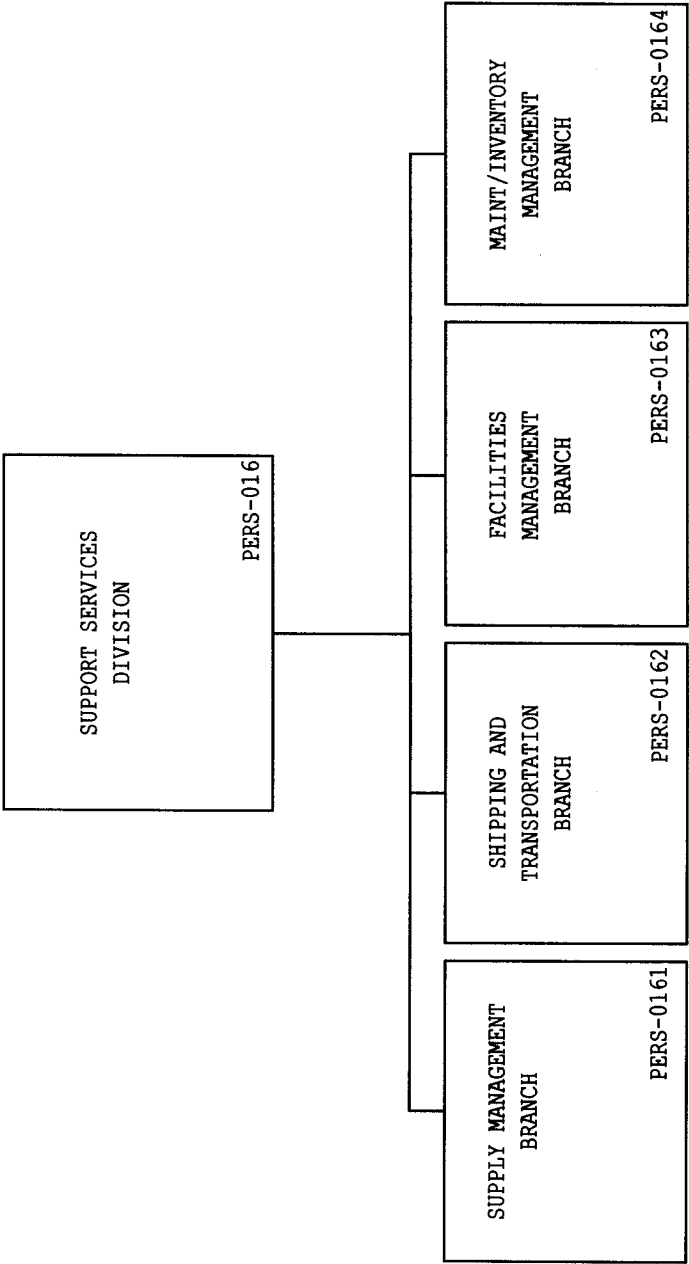
17. Ensures personnel having specific supervisory/managerial responsibilities regarding civilian employees receive required training, i.e., Supervisory Training, Executive and Management Development, Merit Pay, Performance Appraisal Training, EEO Training, and DON Training in the Prevention of Sexual Harassment.
18. Develops, coordinates, and administers the Civilian Leadership Development (CLD) Program for any interested employees.
19. Provides assistance and guidance on the Long-Term Training Program for the support of full-time employee training of over 120 training days.

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20. Develops and administers any other civilian training as required.

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PERS-016
SUPPORT SERVICES DIVISION

Function

Manages all COMNAVPERSCOM office spaces to include space reports and surveys, building alterations, telephone services, approves use of International Merchant Purchase Authorization Cards (IMPAC), and office moves or rearrangements. Orders and manages COMNAVPERSCOM furniture requirements. Provides supplies and office equipment. Provides maintenance and repair of general office equipment. Conducts and maintains centralized inventory of all equipment and excess supplies and equipment; provides transportation for COMNAVPERSCOM (i.e., buses, trucks, vans), as required. Provides shipping/receiving/delivery support; manages the Safety and Occupational Health Programs; and provides other office support services, as necessary.

Tasks

1. Authorizes expenditures and funds for supplies, equipment, rentals, and maintenance. (016)
2. Approves and coordinates all rehabilitation of spaces. (016)
3. Manages conference rooms. (016C)
4. Prepares orders for publications. (016C)
5. Serves as focal point for all customer service requests received by the division including receiving, logging, and tracking requests. Assists all departments in determining office support needs. Receives, researches, and coordinates responses to customer complaints. (016C)
6. Verifies accuracy of the command telephone bill. (016C)
7. Conducts periodic surveys on volume of telephone traffic to determine needs. (016C)
8. Maintains files, publications, and automated databases pertaining to COMNAVPERSCOM telephones. (016C)
9. Provides technical assistance, coordinates and provides guidance to all levels of COMNAVPERSCOM management to define technical specifications and parameters required for telephone systems and services to meet user needs. (016C)
10. Conducts telephone traffic and budget cost analysis. Projects quarterly and fiscal year funding. (016C)

11. Develops near and long-term plans for building telephone systems. (016C)
12. Coordinates safety and environmental health surveys, inspections, and investigations. (016DD)
13. Coordinates Hazardous Waste Control Program. (016DD)
14. Coordinates periodic fire inspections. (016DD)
15. Investigates accidents. (016DD)
16. Provides on-site assistance to NAVSUPPACT Mid-South Building Manager during emergencies (i.e., floods, fires, power problems, heating and air conditioning problems, hazardous waste spills, and other safety-related issues). (016DD)

Supply Management Branch (PERS-0161)

17. Provides Military Standard Requisitioning and Issue Procedure (MILSTRIP) requisitioning services to obtain Navy stock items for use within COMNAVPERSCOM.
18. Analyzes office supply needs.
19. Manages central storage.
20. Procures all supplies, including most ADP supplies.
21. Procures and ensures use of all general office equipment and supplies.
22. Performs office automation requirements analyses (other than automatic data processing (ADP) and that equipment tied to ADP), develops specifications used to determine the specific equipment to best fulfill the requirements of a particular application, and performs economic analyses to determine the most cost-effective equipment to meet users' requirements.

Shipping and Transportation Branch (PERS-0162)

23. Coordinates shipping requirements.
24. Provides receipt and delivery services for material arriving at COMNAVPERSCOM.
25. Provides or coordinates transportation services for the command.

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Facilities Management Branch (PERS-0163)

26. Coordinates building maintenance, construction, and repairs provided by Public Works, NAVSUPPACT Mid-South.

27. Conducts space utilization surveys and coordinates and effects office moves.

Maintenance/Inventory Management/Branch (PERS-0164)

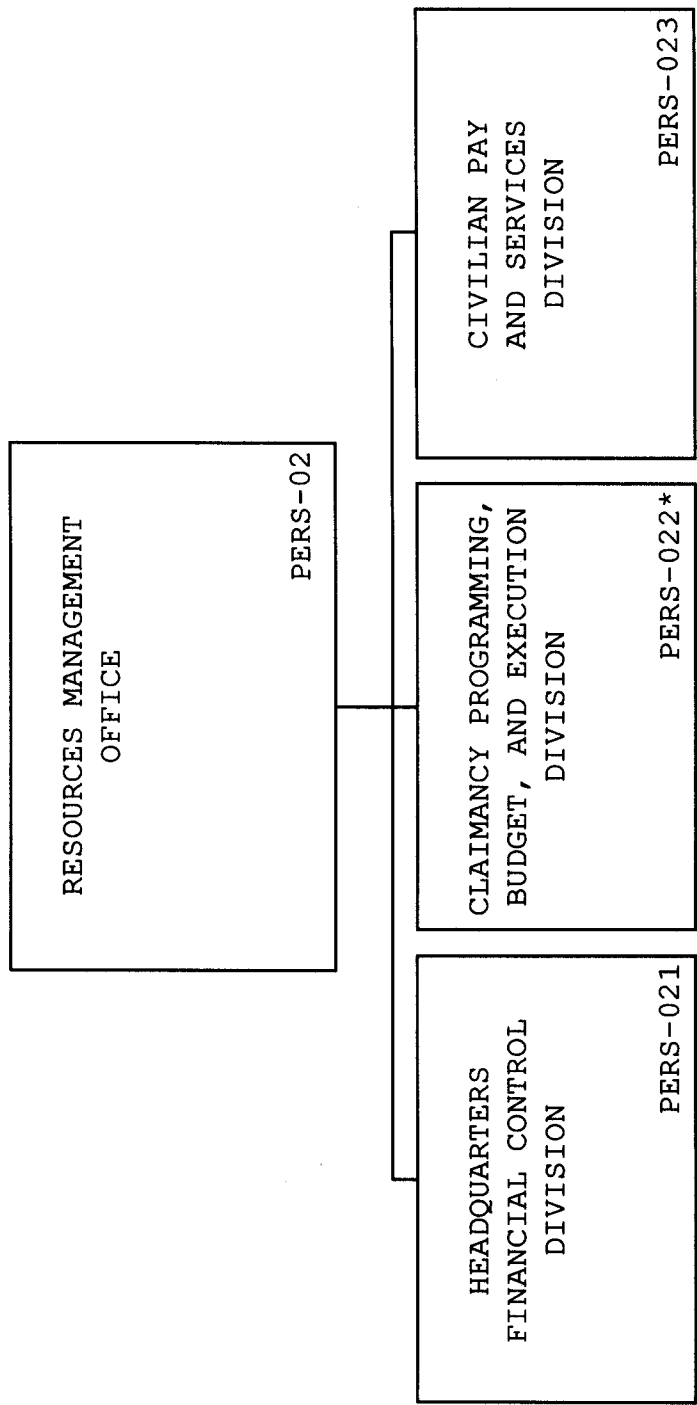
28. Conducts and maintains centralized inventory of supplies.

29. Conducts and maintains centralized inventory of all equipment, including ADP.

30. Contacts and coordinates with commercial firms for all office equipment repair services.

31. Disposes of all excess equipment and property.

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* PERS-022 Functions/Tasks reflected in BUPERSINST 5400.6G

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PERS-02
RESOURCES MANAGEMENT OFFICE

Function

Develops, coordinates, and maintains an integrated system of staff services in the financial and general management areas that provide COMNAVPERSCOM the factual data essential for effective management control; oversees the development and execution of financial and program plans set forth in the Future-Year Defense Program (FYDP), Program Objectives Memorandum (POM), and various budgets; and serves as the COMNAVPERSCOM central point of contact with external organizations for financial and general management matters. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

Tasks

1. Reviews all temporary additional duty (TAD) orders and funding documents within COMNAVPERSCOM for accuracy and funding data; and is an approving authority. (02,02B)
2. Initiates/reviews all directives involving guidance and direction of financial management. (02B)
3. Coordinates development of long-range planning and strategies for COMNAVPERSCOM to ensure adherence to policy and procedural directives and to ensure incorporation of all resource issues. (02,02B)
4. Reviews and submits COMNAVPERSCOM input to Secretary of the Navy (SECNAV)/Chief of Naval Operations (CNO)/CHNAVPERSCOM budget backup material. (02,02B)
5. Serves as COMNAVPERSCOM primary point of contact for Manpower, Personnel, and Research and Development planning; coordinates POM funding requirements with project requirement managers prior to submittal to COMNAVPERSCOM for prioritization; analyzes the impact of proposed actions and then develops sound recommendations which affirm, or which will effect program balance for related programs. (02,02B)
6. Interprets DOD objectives and policies in planning, programming, and budgeting. (02,02B)
7. Reviews all civilian activity documents originated within COMNAVPERSCOM to ensure alignment with the budget. (02B)

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PERS-021
HEADQUARTERS FINANCIAL CONTROL DIVISIONFunction

Provides financial support services to COMNAVPERSCOM; processes documentation for procurement of goods and services through governmental procurement agencies; maintains, reviews, and validates associated accounting records. Participates in POM and budget formulation; prepares financial plans; compares performance plans; recommends appropriate financial restructure; and monitors Defense Finance and Accounting Service (DFAS) accounting reports for 200 programs.

Tasks

1. Participates in the claimancy POM submissions in conformance with financial feasibility and balance, validity, reasonableness of costs, pricing, and the relationship to planned objectives and legality. (021)
2. Provides financial support to the Administrative Office (PERS-01) and program managers. (021)
3. Collects and accounts for fees for copying, certifying, and searching for records. (0211/0212)
4. Reviews all procurement documents and acts as the central contact point with servicing contracting offices for all centrally managed contract and procurement efforts. (021/0211/0212)
5. Reviews all travel orders and acts as central contact point with Personnel Support Activity Detachment (PERSUPPDET)/Navy Passenger Transportation Office (NAVPTO) regarding travel order policies, order preparation, advances, and ticketing. (021/0211/0212)
6. Recommends distribution of available funds to programs and revisions as required; and makes allocations of funds based on approved plans. (021)
7. Analyzes variances from the budget plan and works closely with the program/budget analysts in recommending remedial action. (021)
8. Determines areas where financial rebalancing may be effected; and initiates action to adjust financial plans to available funds. (021)

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9. Maintains fiduciary and managerial control of funds, costs and related records. (021/0211/0212)

10. Maintains close liaison with the assigned Defense Finance Centers to ensure proper accounting for appropriations and funds under the control of COMNAVPERSCOM. (021/0211/0212)

11. Reviews the execution of programs within COMNAVPERSCOM. (021/0211/0212)

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PERS-023
CIVILIAN PAY AND SERVICES DIVISIONFunction

Manages the civilian Performance Management Program (PMP); develops and administers other performance related/incentive award programs; and provides payroll services for COMNAVPERSCOM civilian personnel.

Tasks

1. Develops, administers, and provides guidance on the Civilian Incentive Awards Programs, i.e., beneficial suggestions, Military Cash Award Program (MILCAP), civilian of the quarter/year, etc.
2. Administers and provides guidance on the PMP, Within-Grade Increases, Length of Service, Retirement and Honorary Certificate Programs.
3. Acts as the Systems Manager in charge of the Defense Civilian Pay System (DCPS) for COMNAVPERSCOM civilian personnel.
4. Provides assistance and guidance on technical and procedural tasks regarding the COMNAVPERSCOM payroll, time and leave transactions, tax forms, and a variety of payroll and leave related functions.
5. Provides transition and relocation assistance services for COMNAVPERSCOM personnel.

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PERS-03
MANPOWER AND ORGANIZATIONAL PLANS OFFICEFunction

Facilitates and coordinates efforts across COMNAVPERSCOM headquarters for improvements in operational effectiveness and efficiency. Designs, analyzes and evaluates the efficacy of organizational structures, operating procedures and resource utilization; conducts management studies; reviews organizational realignment proposals to ensure the use of sound organization and position management principles; and directs all command A-76/Commercial Activities (CA)/Competitive Sourcing efforts. Plans, develops, evaluates and processes all actions impacting military manpower resources for COMNAVPERSCOM staff. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

Tasks

1. Develops, evaluates and implements organizational improvement initiatives for COMNAVPERSCOM departments and staff elements. Analyzes command structures and operating procedures to assess their effectiveness in supporting and achieving program objectives for mission accomplishment.
2. Performs Shore Manpower Requirements Determination Program (SMRDP) reviews of functions, programs and command elements, to assess operational effectiveness and validate manpower requirements through evaluation of work methods and procedures, resource utilization and organizational structure. Presents recommendations for improvements to senior leadership for review and approval.
3. Maintains COMNAVPERSCOM Activity Manpower Documents (AMDs), end strength tracking and related manpower information. Reviews, evaluates and processes all military manpower change requests. Maintains billet information in the Manpower Accounting and Tracking System (MATS), an internal management tool, to ensure proper accountability of authorized billets and positions.
4. Apportions, validates and tracks funding status of COMNAVPERSCOM civilian positions, based on budget controls issued by CHNAVPERSCOM (PERS-02).
5. Prepares Planning, Programming and Budgeting System (PPBS) submissions for military manpower resources; coordinates with appropriate offices for civilian position funding requests. Assists in preparing functional transfer documentation for program resources coming into or transferring out of the command.

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6. Develops, coordinates, evaluates and submits CA6 inventories for COMNAVPERSCOM. Identifies functions for CA study through evaluation of missions, functions and tasks, and associated supporting resources. Manages all CA studies from announcement through completion. Oversees implementation of the Most Efficient Organization (MEO) or award of contract, as appropriate. Ensures functions retained in-house are performed in accordance with the MEO.

7. Issues and maintains COMNAVPERSCOMINST 5400.1 series, COMNAVPERSCOM Organization Manual.

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PERS-05
PUBLIC AFFAIRS OFFICEFunction

Supports COMNAVPERSCOM on public affairs matters; develops and implements Public Affairs Plans to support COMNAVPERSCOM mission and objectives; employs internal and external media to communicate with Navy personnel and their families, Navy retirees, news media, special-interest groups, and the general public; and responds to media and public inquiries on Navy personnel issues. Advises the commander on all matters concerning public affairs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

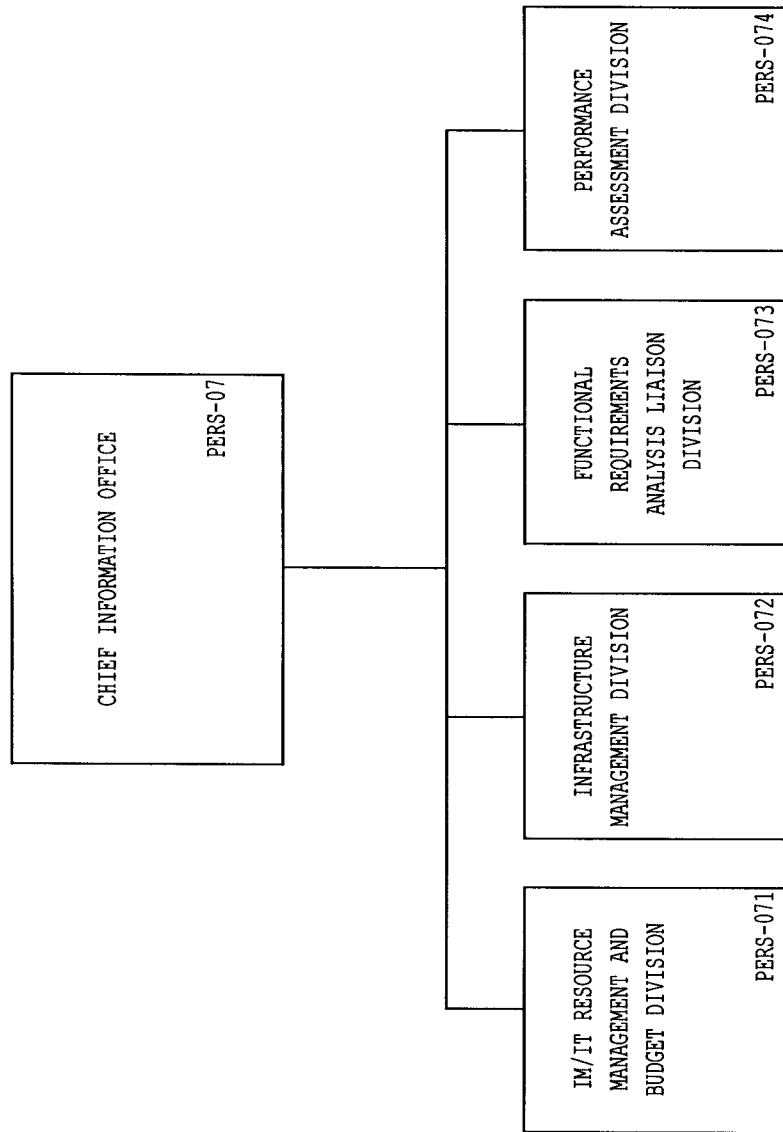
Tasks

1. Advises COMNAVPERSCOM on public affairs matters and supports the command with speeches, briefing books, point papers, and other materials.
2. Advises department heads and their staffs in public affairs matters.
3. Recognizes outstanding individuals assigned to COMNAVPERSCOM through news releases to internal and external (hometown) media.
4. Responds to media and public inquiries on personnel matters.
5. Supports Casualty Assistance Branch (PERS-621), Duty Captain, and Emergency Coordination Center during accidents and incidents involving casualties.
6. Plans, writes, edits, and publishes Shift Colors newsletter quarterly for the retired Navy community, coordinating with Retired Activities Branch (PERS-622).
7. Plans, writes, edits and publishes Perspective (quarterly) and Link (quarterly) professional magazines, providing all Navy enlisted and officer personnel with information regarding key policy changes, career management, reassignment trends and retention matters, coordinating with Distribution Department (PERS-4).

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PERS-06
OFFICE OF LEGAL COUNSELFunction

Advises and makes recommendations in support of all COMNAVPERSCOM offices on legal matters and initiates, develops, and evaluates proposed and enacted legislation for the overall administration of Navy personnel; monitors litigation against the Navy involving personnel matters; provides legal review of COMNAVPERSCOM directives; coordinates legal matters with Judge Advocate General (JAG) and other offices; formulates and monitors the total COMNAVPERSCOM program implementing the Privacy Act of 1974 (P.L. 93-579) and the Freedom of Information Act (P.L. 95-502) as set forth in Federal laws and other applicable regulations and directives. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.



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PERS-07
CHIEF INFORMATION OFFICEFunction

Provides leadership, guidance, and principal advocacy for information resources and services to implement information management/information technology (IM/IT) to support the goals and objectives of COMNAVPERSCOM. Advises COMNAVPERSCOM on business process reengineering (BPR), IT capital planning and investment strategy, acquisition management, and systems interoperability and modernization initiatives required to improve mission performance. Serves as the primary representative of the COMNAVPERSCOM IM/IT program, and as the principal advocate of COMNAVPERSCOM IT requirements and resources, to DON Chief Information Office (CIO), the Deputy Chief of Naval Operations (Manpower and Personnel) (DCNO (MP)) and external IM/IT organizations. Also serves as the principal advocate for COMNAVPERSCOM compliance with DON IM/IT goals, policy, strategic objectives and architectural initiatives. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

The information resources central manager plans, organizes, directs, promotes, controls, and otherwise manages the collection, creation, use, and dissemination of information. The scope of responsibility includes the information itself and supporting resources including personnel, funding, and technology. Within the boundaries of the IM/IT program, may direct Functional Managers, IT resource managers, in-service providers and infrastructure operators to develop program plans, prepare periodic reports on performance or status, and/or conduct analyses and reviews that are necessary to the assessment, operation or improvement in COMNAVPERSCOM IT support of the CHNAVPERS mission.

Defines, plans, manages, integrates, and assesses the COMNAVPERSCOM IM/IT Program; prepares and manages the IT budget; and defines and implements consistent policies, standards, and procedures in the areas of information, data administration, information resources integration, information technology, and telecommunications (voice, data, and video). Coordinates with COMNAVPERSCOM functional organizations to identify critical

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areas for BPR, and to define and prioritize functional requirements for information systems and technology; establishes and manages Functional Configuration Control Boards; develops procedures; and performs data and product quality assurance, and customer acceptance testing. Conducts on-going metrics-based performance assessment of the IM/IT organization and infrastructure; develops and justifies plans for improvement. Serves as Contracting Officer Representative (COR) for all COMNAVPERSCOM IT contracts, and as primary point of contact with in-service providers.

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PERS-071

INFORMATION MANAGEMENT (IM)/INFORMATION TECHNOLOGY (IT)
RESOURCE MANAGEMENT AND BUDGET DIVISIONFunction

Manages the programming and budgeting for resources needed to provide IT support and services for COMNAVPERSCOM; provides procurement and contract management support for IT; monitors financial issues with IT service activities; manages all allocated departmental financial resources; and manages IT execution processes within COMNAVPERSCOM.

Tasks

1. Consolidates COMNAVPERSCOM IT Program Objective Memorandum (POM) issues for submission.
2. Coordinates formulation of the COMNAVPERSCOM IT budget and prepares IT budget package for submission.
3. Manages COMNAVPERSCOM IT budget execution and tracks financial execution.
4. Liaisons with the Contracting Officer Representative (COR) for all COMNAVPERSCOM IT contracts.
5. Serves as the primary point of contact with Resources Management Office (PERS-02), all contracting activities, and vendors.
6. Coordinates preparation of documents and events needed to establish contracts, such as Agency Procurement Request (APR), Request for Proposal (RFP), Delegation of Procurement Authority (DPA), and Source Selection Evaluation Boards (SSEB).
7. Coordinates and completes preparation of acquisition/procurement packages.
8. Provides central control of procurement and distribution of IT equipment and supplies.
9. Monitors contract usage, performance, and ceiling, and certifies invoices.

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10. Process IT supply requisitions.

11. Provides financial analysis and input for Inter-Service Agreements (ISA), Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Level of Service Agreements (LOSA), and Service Level Agreements (SLA).

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PERS-072
INFRASTRUCTURE MANAGEMENT DIVISIONFunction

Serves as the Program/Functional Manager and central requirements/configuration manager for PersNet. Manages planning, programming, and budgeting for network resources. Develops PersNet policy and plans.

Tasks

1. Develops, implements, and assesses policies, procedures, standards, and guidelines for PersNet in coordination with PersNet in coordination with PersNet Operations Branch.
2. Prepares, maintains, and tracks program plans and inputs to the Planning, Programming, and Budgeting System (PPBS) process.
3. Prepares statements of work and delivery orders for contractor support of PersNet.
4. Identifies program resource requirements and tracks usage.
5. Coordinates with COMNAVPERSCOM functional organizations to identify functional requirements for PersNet.
6. Coordinates and ensures completion of acceptance test plans and successful test results.
7. Develops and maintains configuration management and change control procedures.
8. Serves as the Program/Functional Manager of PersNet.
9. Chairs the PersNet Configuration Control Board (CCB).

PERS-073
FUNCTIONAL REQUIREMENTS ANALYSIS LIAISON DIVISION

Function

Coordinates with COMNAVPERSCOM functional organizations to identify, define, and prioritize functional requirements for information systems and technology; establishes and manages Functional Configuration Control Boards. Supports PERS-07 as the central manager of information resources; defines, plans, manages, integrates, and assesses the IM/IT Program.

Tasks

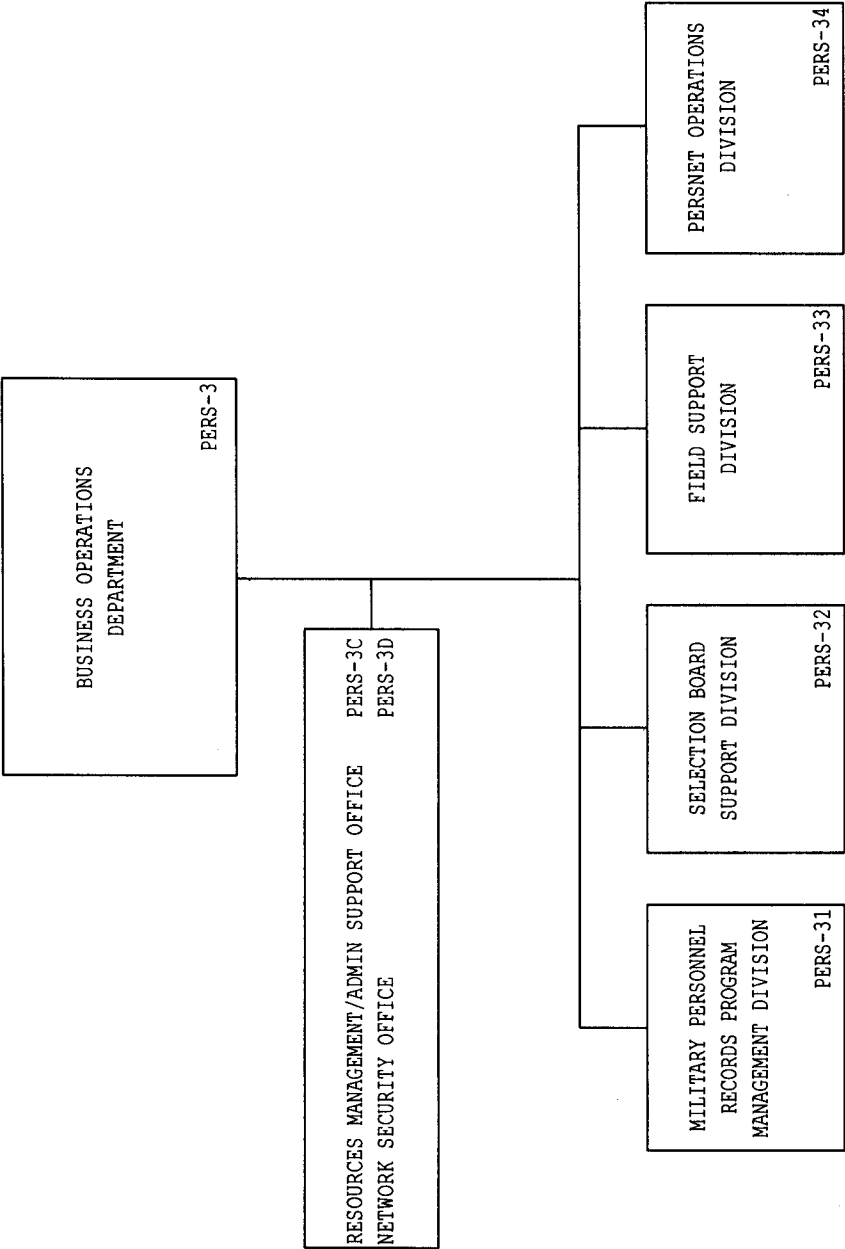
1. Through the Configuration Control Board Process, integrates IM/IT planning and management processes with business processes, capital planning and acquisition. Participates in DON IM/IT integration groups to ensure that COMNAVPERSCOM IM/IT requirements are accounted for in higher-level plans.
2. Initiates, develops, coordinates, and tracks Interagency Service Agreements (ISA), Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Level of Service Agreements (LOSA), and Service Level Agreements (SLA) as needed.
3. Maintains survey of customer needs and assesses strategies for future systems.
4. Coordinates with COMNAVPERSCOM functional organizations to identify functional requirements.
5. Maintains liaison with all functional users to ensure application systems fully support their business processes.
6. Analyzes data and interface requirements.
7. Makes final decisions on customer acceptance/non-acceptance of program changes to application systems.
8. Coordinates with Central Design Activity (CDA) and in-service providers on information technology applications to satisfy functional requirements.

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9. Resolves user problems by maintaining liaison with the CDA analysis and programming staffs and others for research, analysis, and correction of applications.
10. Coordinates user requirements and provides direction for Research and Development (R&D) and IRM planning initiatives.
11. Participates in the PPBS processes for information resources to support command requirements.
12. Manages the Configuration Control Board (CCB) process. Develops Configuration Management/Requirements Management policy, coordinates the establishment of Functional Configuration Boards, and ensures that processing and data element problems, requirements for new data elements or information processing in existing systems are documented and addressed through the CCB process.
13. Provides guidance for, and coordinates preparation of, functional requirements documentation by Functional Configuration Control Boards and Functional Managers.
14. Serves as the Functional Manager of Inactive Manpower and Personnel Management Information System (IMAPMIS), in accordance with the PERS-07/PERS-9 Memorandum of Agreement.
15. Serves as the primary point of contact for IT data calls from organizations external to COMNAVPERSCOM; receives, analyzes, and validates external requests and forwards to the CDA, in-service provider, or other appropriate office for action.
16. Represents COMNAVPERSCOM on data quality/integrity issues at DOD, DON, Manpower Personnel and Training (MPT) and other data administration conferences and working groups.

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9. Implements COMNAVPERSCOM ADP security policy within the department and advises entire department on the application of ADP security measures.



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PERS-3
BUSINESS OPERATIONS DEPARTMENT

Function

Advises COMNAVPERSCOM and assistant commanders (ACNPC) in COMNAVPERSCOM in policy formulation and administration of functions relating to all naval personnel records. Manages information systems and technology programs and applications to support the COMNAVPERSCOM business process.

Functionally manages and operates the Defense Personnel Records Imaging System/Electronic Military Personnel Records System (DPRIS/EMPRS). Develops and establishes policies and procedures for the management and control of the Navy Officer and Enlisted Personnel Evaluation Program. Operates the Navy Worldwide Locator Service and supports the Board for Correction of Naval Records (BCNR). Operates the Navy Liaison Office at the National Personnel Records Center (NPRC), St. Louis, MO. Provides administrative support for all active, inactive, statutory, and administrative selection boards convened within the Bureau of Naval Personnel (BUPERS).

Executes the Pay/Personnel Administration Support System (PASS) and manages the Personnel Pay Assistance Center. Manages Navy's portion of the DOD Identification Card System, the Defense Eligibility Enrollment Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Administers, operates and maintains PERSNET communication circuits for COMNAVPERSCOM providing information access and dissemination to users in Millington, TN, the Liaison Detachment in Washington, DC and various other locations.

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PERS-3C

RESOURCES MANAGEMENT/ADMINISTRATIVE SUPPORT OFFICE

Function

Analyzes, plans, manages, and coordinates the programs of the Business Operations Department for effective management and optimum utilization of resources, personnel, funds, material, training, and facilities. Manages, directs, and coordinates administrative activities in support of the Business Operations Department.

Tasks

1. Develops and implements planning and analyzes programs in support of mission requirements and provides resources management and administrative support for the department.
2. Serves as the civilian personnel manager and coordinator. Tracks personnel data to provide audit trails of manpower authorizations and requirements.
3. Develops and directs department budget formulation and execution.
4. Provides facility management and maintenance support; directs and executes space modification change plans; and maintains the accountable property inventory.
5. Coordinates and executes the department's training program and serves as a member of the Planning Board for Training (PBFT).
6. Advises the department on practical and technical matters of office administration, and coordinates and implements departmental administrative procedures per secretariat office guidelines.
7. Serves as the principal subject matter expert for personnel, budget, facility and administrative functions, policies, procedures, and plans. Interprets DOD and DON policy and programs for impacts on processes.

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PERS-3D
NETWORK SECURITY OFFICE

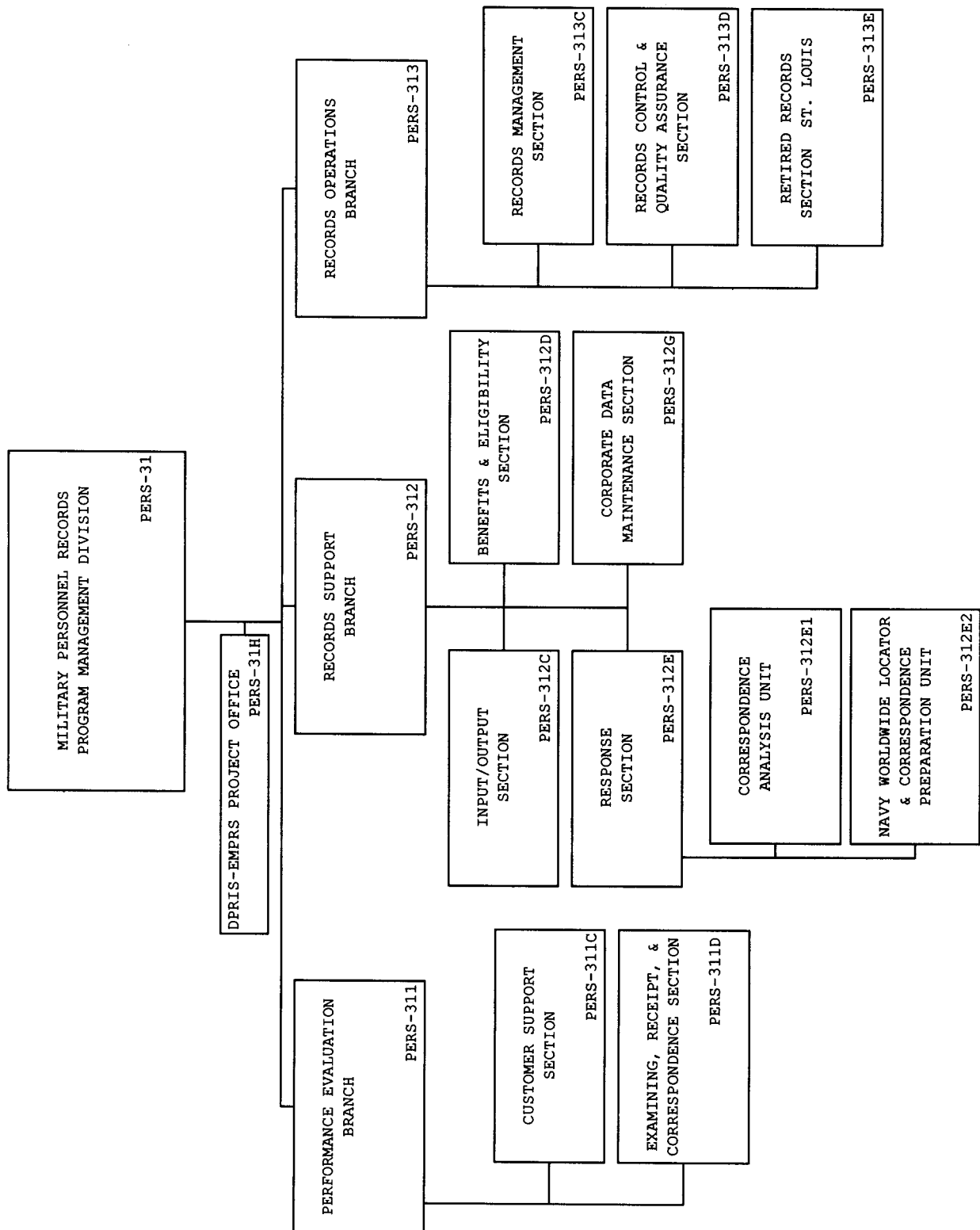
Function

Ensures network compliance with Automatic Data Processing (ADP) security policies, directives, and instructions.

Tasks

1. Monitors network compliance with security policies, directives, and instructions.
2. Completes required risk assessments and certifies network accreditation.
3. Verifies maintenance of commercial-off-the-shelf (COTS) hardware and software inventory.
4. Coordinates the development and maintenance of the network Continuity of Operations Plan (COOP) and the Disaster Recovery Plan.

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PERS-31

MILITARY PERSONNEL RECORDS PROGRAM MANAGEMENT DIVISION

Function

Manages dissemination of information and related resources which include naval military personnel records, information systems, and technology programs. Provides services in the areas of performance evaluation and counseling, military personnel records, Information Assistance Center, and Selection Board support. Performs duties of Acquisition Program Manager for the Defense Personnel Record Imaging System/Electronic Military Personnel Record System (DPRIS/EMPRS).

Tasks

1. Establishes lines of communication and procedures for assuring coordination and cooperation among the various offices and agencies involved in planning of the DPRIS/EMPRS technological upgrade and total personnel information systems. (31H)
2. Prepares Life Cycle Management (LCM) requirements for all military personnel records procurements. Assesses consumer requirements, organizational impact, utilization of personnel, and cost-effectiveness of systems operations. (31H)
3. Ensures that quality of all DPRIS/EMPRS products follows established laws, regulations, and user requirements. (31H)
4. Integrates new technologies, subsystems, equipment, and procedures into records systems operations, including, as appropriate, interfacing with activities of other COMNAVPERSCOM offices, Naval Reserve Personnel Center (NAVRESPERS-CEN), National Personnel Records Center (NPRC), DPRIS/EMPRS operations contractor, and various developmental contractors. (31H)
5. Evaluates the impact of proposed changes within DPRIS/EMPRS, COMNAVPERSCOM, or other operational and user organizations on records operations. Recommends alternative plans in cases where such changes would adversely affect new system design or operations. (31H)
6. Prepares technical specifications for contract support of personnel record imaging technological upgrade and current system equipment/software replacements; evaluates technical proposals, assessing the impact of new development implementation on current and systems operations. (31H)
7. Evaluates all aspects of personnel record imaging technological upgrade design documentation, including internal technical operating procedures and interactions with external

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organizations. Establishes quantitative measures to evaluate new system operations and productivity in terms of volume, timeliness, quality of output, and responsiveness to user requirements. (31H)

8. Directs the conduct of studies designed to impact upon the personnel record imaging and record management including (a) all phases of records operations and user requirements; (b) current as well as emergent imaging technology; (c) automated data systems which have relevance to personnel information; (d) interfaces among paper, microform, digital, and automated information systems; (e) cost/effectiveness analysis; and (f) workflow. (31H)

9. Establishes requirements for and directs all aspects of design, development, acquisition, maintenance and implementation of DPRIS/EMPRS digital equipment and any technological replacement system, including equipment, software, procedures, and development of interfaces with other Navy and civilian agency systems. Provides financial requirements input to the Planning, Programming and Budgeting System (PPBS). (31H)

10. Establishes scope, direction, goals, objectives, priorities, and phasing for immediate, future-year, and long-range development and system operations of information imaging systems in COMNAVPERSCOM. (31H)

11. Coordinates and tracks operations and systemic changes to the DPRIS/EMPRS. (31H)

12. Administers the performance evaluation and report system for the entire Navy, including the review and analysis for conformance with regulations and instructions, the assurance of continuity of reports on each individual officer, and the processing of related correspondence. (311)

13. Conducts orientation briefings on the Navy Performance Evaluation and Counseling System for various Navy and joint commands. (311)

14. Counsels and assists in administrative and legal areas associated with command or individual performance evaluation reports and problems. (311)

15. Prepares comments and recommendations on policy matters relating to performance reports, Officer Summary Records (OSR), Enlisted Summary Records (ESR), and Performance Summary Records (PSR). (311)

16. Evaluates and provides performance evaluation data and related services to other COMNAVPERSCOM authorized users. (311)

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17. Interprets regulations relating to personnel performance evaluation reports and advises other COMNAVPERSCOM offices and all designated reporting officials. (311)
18. Advises COMNAVPERSCOM officials and others, including visiting command representatives, on matters relating to performance evaluation reports and records briefs. (311)
19. Changes or corrects performance evaluation reports and OSRs, ESRs, and PSRs in compliance with relief granted resulting from use of the following appeals procedures: (1) BCNR petitions; (2) Redress of Wrong Committed by a Superior (Article 1150, Navy Regulations, 1990); or (3) Complaint of Wrongs (Article 138, Uniform Code of Military Justice). (311)
20. Determines adverse matters in performance evaluation reports. (311)
21. Prepares messages to obtain performance evaluation report "summaries" when required by duly authorized COMNAVPERSCOM officials. (311)
22. Administers preparation of OSRs, ESRs, and PSRs. Maintains, updates, and provides copies to the various selection boards as they convene. Briefs each selection board convened on the design and intended usage of the OSR, ESR, and PSR. (311)
23. Assists selection boards and review boards concerning performance evaluation reports and OSRs, ESRs, and PSRs. (311)
24. Provides statements of service for use in determining Pay Entry Base Date (PEBD) and Active Duty Service Date (ADSD) for enlisted personnel. (312)
25. Establishes records and issues administrative discharge documents for groups approved for military status by DOD military/civilian review boards and Public Law 95-202. (312)
26. Responds, or coordinates responses, to requests for verification and interpretation of officer and enlisted service data. (312)
27. Determines entitlements to medals and awards and forwards awards and decorations to qualified officer and enlisted personnel. (312)
28. Updates officer and enlisted medals on the PSR. (312)
29. Provides transcripts of sea service for prospective employment with the Merchant Marine Service. (312)

30. Corrects or updates mainframe records for personal data, name, date of birth, social security number, and gender. (312)
31. Determines home of record and convenes ad hoc boards for case resolution when needed. (312)
32. Reissues separation documents and amends records to show change in character of separation as directed by Naval Discharge Review Board (NDRB) or Board for Correction of Naval Records (BCNR); administratively issues/reissues separation documents, and issues certificates in lieu of lost or destroyed discharges. (312)
33. Makes administrative corrections to mainframe records and determines appropriate administrative corrections to be made to service records as directed by BCNR. (312)
34. Serves as Department of the Navy Unemployment Liaison Officer to the Department of Labor and State Security Agencies. Participates in administrative hearings representing Department of the Navy (DON). Reviews all Notices of Claim filed from state employment agencies to ensure eligibility is authorized per 5 U.S.C. 8521. (312)
35. Provides Soldiers and Sailors Relief Act Certificates. (312)
36. Responds to congressional inquiries. (312)
37. Provides record data and interpretation to the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, OH. (312)
38. Processes certain types of letters of indebtedness for non-congressional sources. (312)
39. Provides worldwide locator service in response to written and telephonic inquiries. (312)
40. Determines sponsor and family member eligibility for ID Card authorized benefits per applicable Federal laws and DOD policies. Authorizes Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) overrides for dependent care. (312)
41. Determines eligibility and provides sole authorization of ID Cards for Incapacitated Dependent Program (INCAP) -- for incapacitated Navy dependents over the age of 21. Determines eligibility and sole authorization authority for ID Cards for former spouses under the Former Spouses Protection Act. (312)

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42. Resolves administrative and enrollment errors for Navy sponsors enrolled in the Tricare Family Member Dental Plan (FM DP). (312)
43. Maintains Officer Qualification data. (312)
44. Responds to requests for Officer Data Card (ODC). (312)
45. Performs master file data error corrections. (312)
46. Enters enlisted/officer transactions including gain/loss, voluntary/involuntary recall, and casualty. (312)
47. Corrects enlisted and officers designators, duty status, PEBD (enlisted only), billet sequence code (BSC), ADSD (enlisted only), and expiration of active obligated service (EAOS). (312)
48. Updates and monitors various elements on the Officer Distribution Control Report (ODCR). (312)
49. Corrects enlistment, reenlistment, and extension of enlistment dates; Reserve Active-Duty Obligation (RADO) dates; and Time in Rate (TIR) dates. (312)
50. Corrects United States Navy Reserve (USNR) extension of Expiration of Reserve Enlistment (EREN) contracts. (312)
51. Makes USN extensions operative. (312)
52. Reconstructs automated records as required by BCNR or higher authority. (312)
53. Reviews and updates the Officer Activities Utilization listing by establishing Ship and Station Codes for 44 activities to be published Navy-wide. (312)
54. Coordinates changes to the Manual of Navy Officer and Personnel Classifications as required. (312)
55. Responds to written requests for muster rolls for Navy ships and commands during the time period 1972 - 1975. Refers requests for muster rolls and deck logs falling outside this time to appropriate agencies. (312)
56. Serves as functional manager responsible for review and approval of recommended operations and systemic changes.
57. Coordinates mobilization plans and procedures related to military personnel records and plans and executes records aspects of mobilization exercises. (313)

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58. Assists in oversight of all aspects of military records management, including maintenance, distribution, and control; service to veterans; information systems and other technical developments; contract procurement, management, and operations; and current and historic records. (313)

59. Evaluates operations, including internal operating procedures, and interactions with external organizations. Establishes quantitative measure for systems operations and productivity in terms of volume, timeliness, quality of output, and responsiveness to user and contractual requirements. (313)

60. Advises in formulation of policy and directs the development and administration of Navy field service records, including formulation and implementation of maintenance and disposition procedures, and procedures for integration of information from the field records into military personnel records held by COMNAVPERSCOM. (313)

61. Recommends changes in the administration or content of COMNAVPERSCOM official permanent personnel records and field service records; researches applicable laws; and coordinates with commanding officers of field installations and activities, department assistant commanders, and headquarters activities to obtain background information as required. (313)

62. Reviews policies, legislation, proposed field directives, All Navy (ALNAV) policy messages, technical and management procedures, systems, and methods of military record management, COMNAVPERSCOM manuals, Pay and Personnel Procedures Manual (PAYPERSMAN), and other documentation to ensure compliance. (313)

63. Analyzes and synthesizes the form and content of official personnel record information in terms of the special requirements of imaging technology. (313)

64. Determines retention value of documents forwarded for input to the personnel record; and maintains the official Retain/Delete Assignment List. (313)

65. Administers the paper, microform and digital military personnel records, and other related records for active and inactive naval officer and enlisted personnel. Ensures that disposal of paper personnel documents follows established laws and regulations. (313)

66. Recommends and implements policies and operating procedures for the creation, format, and maintenance of military personnel records and access to and release of information from them. (313)

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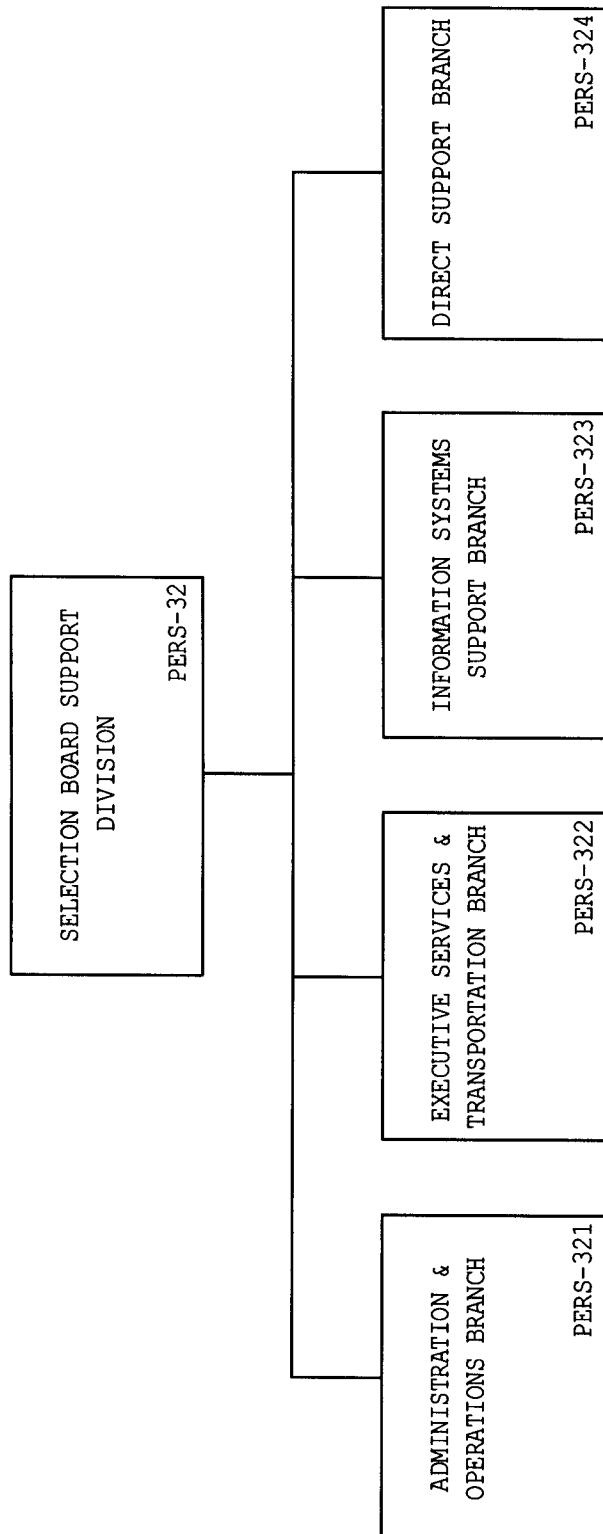
67. Maintains and limits record access to authorized users and controls release of information. (313)
68. Oversees with the DPRIS-EMPRS operations contractor regarding the processing of technical corrections and record requests into the system. (313)
69. Prepares and maintains, on a current basis, instructions for authorized record users including the operation of all equipment involved in requesting, reviewing, and returning microform records. (313)
70. Administers the preparation and furnishing of records to statutory and administrative selection boards, review boards, and other authorized record users, as required. (313)
71. Provides record assistance to officer and enlisted personnel and other individuals authorized to review such records; controls flow of military personnel records to privileged officials; and prepares hard copy of microform images as required. (313)
72. Performs support functions, including recall of records from NPRC, St. Louis, technical change of record content, processing broken service reenlistments, and other record functions. (313)
73. Directs research of filing material rejected from EMPRS, NAVRESPERSSEN, or NPRC to determine and document into the system. (313)
74. Provides information and support to Navy veterans in regard to information contained in the retired personnel/medical records in temporary custody of NPRC or Department of Veterans Affairs (VA). (313)
75. Maintains liaison between White House, Congress, Office of Legislative Affairs (OLA), VA, other government agencies, the press, and the public concerning military personnel records for Navy veterans. (313)
76. Maintains liaison between COMNAVPERSCOM and NAVRESPERSSEN for all matters related to receipt, withdrawal, and return of military personnel records of retired or separated members of the Navy in temporary custody of NPRC. (313)
77. Maintains and controls an inventory of awards, decorations, and medals required for issuance to veterans of the Navy, Marine Corps, and Coast Guard; and verifies entitlement to and issues such awards. (313)
78. Reconstructs lost military personnel and medical records for retired or separated naval personnel. (313)

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79. Reviews medical records of former naval personnel to verify or establish veterans' benefits. (313)

80. Reviews medical records of former naval personnel to determine if medical information may be released in accordance with Department of the Navy Privacy Act requirements. (313)

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PERS-32
SELECTION BOARD SUPPORT DIVISION

Function

Provides administrative, executive services, and information technology/management support for all active duty, Reserve components, statutory, and administrative selection boards convened within COMNAVPERSCOM.

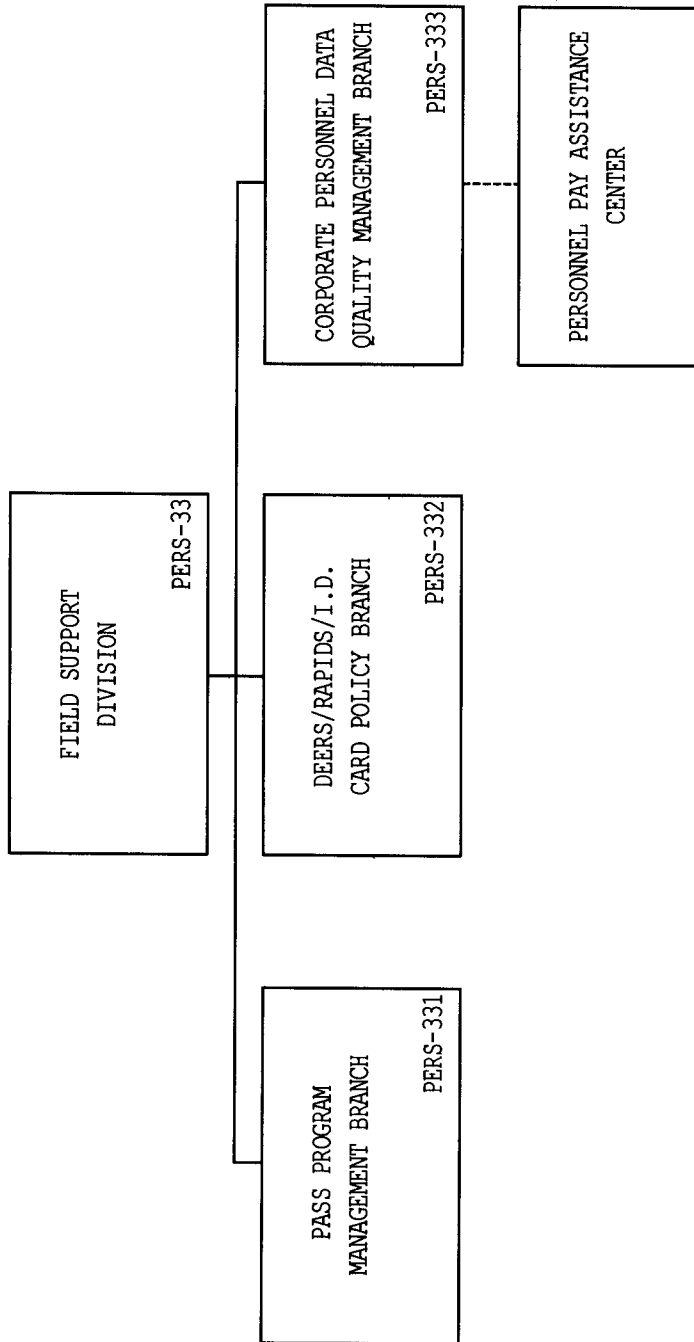
Tasks

1. Establishes the annual selection board schedule. Once the board schedule is approved, submits changes for approval. (321)
2. Provides administrative support to board members including orders and per diem processing and other miscellaneous services related to board membership. (321)
3. Assigns board rooms in accordance with the approved schedule. (321)
4. Sets up board rooms and ensures all workstations are operational. (321)
5. Runs a continuity check 60 days in advance of a board and sends messages to all eligibles who have a fitness report gap greater than 90 days for the preceding 5 years in performance evaluation continuity. (321)
6. Compiles digital record information for all boards at least 1 week in advance of the board convening date. (323)
7. Responds to requests for missing performance evaluations, awards, or other data. Sends messages for all missing performance evaluations not identified by the initial continuity check or locates those reports within PERS-3. (321)
8. Archives board databases at the conclusion of the board. (323)
9. Maintains the integrity and security of board records and spaces. Limits access to authorized personnel. (321)
10. Ensures the proper processing and delivery of correspondence from an individual to the president of the selection board. (321)
11. Provides GSA-leased vehicles to each board based on established criteria and governing DOD/DON regulations. (322)

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12. Directs information technology (IT) support for selection boards and evaluations related systems. (323)
13. Provides coordination on all IT matters. (323)
14. Coordinates with board sponsors to ensure that automated eligibility files for each board are received on time. (323)
15. Designs, develops, programs, and maintains application software in support of the selection boards. (323)
16. Operates the EMPRS Selection Board Support Module under the direction of board recorders to allow record review, voting, reviewing, recording selection decision, and completing final board statistical reports. (324)
17. Trains board sponsors and recorders on the use and capabilities of the EMPRS Selection Board Support Module. (324)
18. Establishes tank assignments. (324)

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PERS-33
FIELD SUPPORT DIVISION

Function

Acts as the program advisor to PERS-3 on the execution of the Pay/Personnel Administrative Support System (PASS) Program. Monitors field operations performed by Personnel Support Activities (PERSUPPACTs) and Personnel Support Activity Detachments (PERSUPPDETs). Develops procedures and policies in support of Federal statutes, regulations of higher authority, and administers their execution in matters concerning DOD benefits eligibility programs. Serves as functional manager of the Navy Enlisted Personnel System (NES) and Officer Personnel Information System (OPINS). Serves as functional manager of the Personnel Pay Assistance Center and manages the Navy's portion of the DOD Identification (ID) Card System, the Defense Eligibility Enrollment Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS).

Tasks

1. Monitors organizational changes within PASS. (331)
2. Reviews current/revised/new pay, personnel, and transportation policies developed outside the PASS organization for impact on PASS and recommends changes, where appropriate. (331)
3. Develops/reviews pay and personnel policies for PASS Program management. Coordinates with Defense Finance and Accounting Service (DFAS) on pay matters, Naval Supply Systems Command (NAVSUP) on disbursing matters, and coordinates with Chief of Naval Operations (N413) on transportation matters. (331)
4. Reviews directives and guidance (i.e., Joint Federal Travel Regulations, Procedures Training Guide, Naval Military Personnel Manual (MILPERSMAN)) for the management of the PASS field network. (331)
5. Coordinates and develops long-range plans for the future of the PASS Program to include types of services, level of support, and organizational structure. (331)
6. Coordinates, develops, and issues directives and guidance (i.e., PASS Management Manual (PASSMAN), MILPERSMAN, Enlisted Transfer Manual) for the management of the PASS field network. (331)
7. Provides and maintains an authoritative operations manual for all PASS activities. This manual includes information on the

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organizational structure of the PERSUPPACTs and the breakdown of pay, personnel, and passenger transportation tasks to be performed. (331)

8. Monitors operations of PERSUPPDETs through the review of inspections, audits, and reports. (331)

9. Reviews current/revised/new pay, personnel, and transportation policies and support plans as they affect Naval Reserve components. (331)

10. Serves as liaison between PERS-92 and PASS during Naval Reserve operations including exercises, recalls, and mobilization. (331)

11. Initiates and monitors training programs for the PASS network. (331)

12. Develops and/or monitors Personnelman/Disbursing Clerk training programs as they affect PASS. (331)

13. Provides advice and assistance to all Navy commands/activities on official passport matters. (331)

14. Provides functional requirements on Information Technology (IT) initiatives. (331)

15. Reviews IT initiatives to ensure all functional requirements are satisfied to include the Source Data System (SDS) and Navy Standard Integrated Personnel System (NSIPS). (331)

16. Serves as the Navy Project Office for the DEERS/RAPIDS for the Armed Forces Identification Cards. (332)

17. Serves as the Navy personnel policy representative for the Tricare Family Member Dental Plan (FMDDP). (332)

18. Serves as the voting member and rotating chair of the Joint Uniformed Services Personnel Advisory Committee (JUSPAC) and cognizant office for ID Card policy issues regarding BUPERSINST 1750.10A, Identification Cards for members of the Uniformed Services, their family members, and other eligible personnel. (331)

19. Serves as the Functional Manager of the OPINS and the NES. (333)

20. Performs ongoing data quality assurance and coordinates resolution of corporate personnel/manpower/pay data issues with the Central Design Activity (CDA). (333)

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21. Identifies data element or processing problems and coordinates resolution through the Customer Service Request/Help Desk or Configuration Control Board (CCB) process. (333)

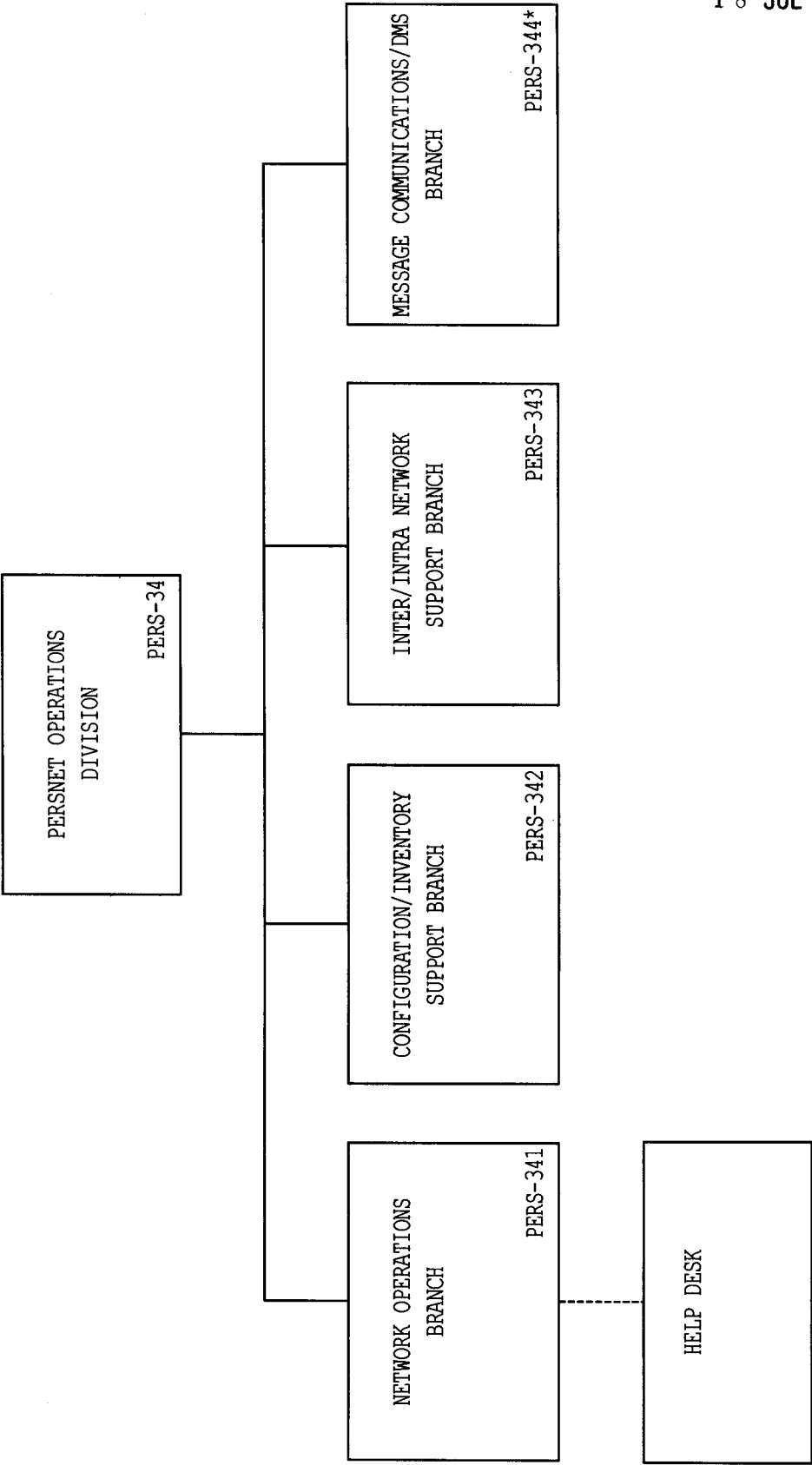
22. Supports Navy personnel data flow to Defense Manpower Data Center (DMDC). (333)

23. Serves as the functional manager of the Personnel Pay Assistance Center, which assists in pay and personnel resolutions for the fleet. (333)

24. Develops/reviews Personnel Pay Assistance Center policies and procedures. Coordinates with Defense Finance and Accounting Service (DFAS), Chief, Bureau of Medicine and Surgery (BUMED), and PERS-312/4/8 or other organizations on pay and personnel matters. (333)

25. Coordinates and develops long-range plans for the Personnel Pay Assistance Center to include types of services, level of support, and organizational structure. (333)

26. Monitors operations of Personnel Pay Assistance Center through the review of audits and reports. (333)



*Function performed by contract.

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PERS-34
PERSNET OPERATIONS DIVISION

Function

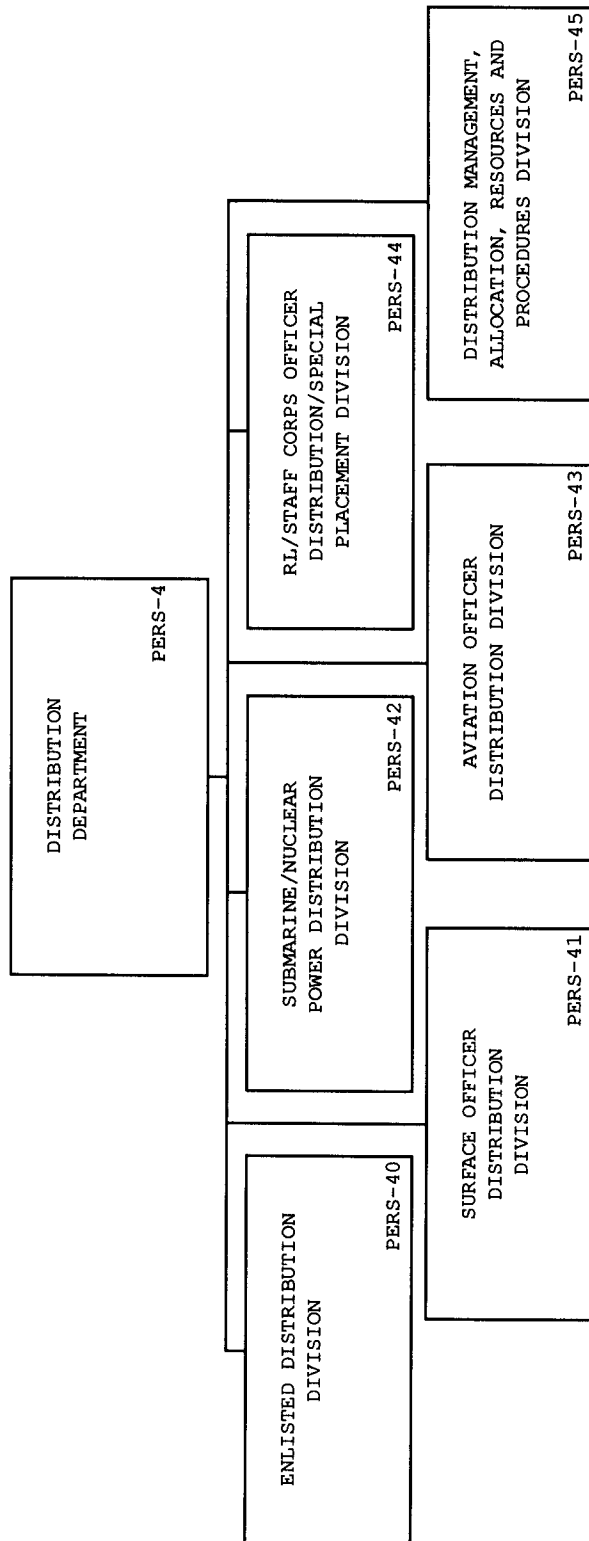
Administers, operates, and maintains PERSNET for COMNAVPERSCOM. Provides information access and disseminates information products to COMNAVPERSCOM users in Millington, TN; the BUPERS Liaison Detachment in Washington, DC, and various locations throughout the fleet. Provides network management information support planning, procurement, and technical support.

Tasks

1. Administers, operates, and maintains PERSNET in Millington, Tennessee and Washington, DC and provides mainframe liaison to all customers. (341)
2. Coordinates with Defense Mega-Center representatives to ensure wide area network (WAN) daily operational readiness, timely repairs, and status reports. (341)
3. Performs all systems administration for PERSNET. (341)
4. Coordinates with Central Design Activity (CDA), in Chambersburg, NO, and Washington, DC for production service and products to PERSNET customers. (341)
5. Provides mainframe report distribution via PERSNET utilizing CTRL D/PC, as well as providing mainframe form printing and mail out services. (341)
6. Provides oversight responsibilities for the operation of the contractor operated Customer Services Help Desk. (341)
7. Receives, enters, routes, and tracks Customer Service Requests (CSRs). (341)
8. Installs, relocates, and maintains base level computing (BLC) equipment including printers, peripherals, and microcomputers. (342)
9. Responds/troubleshoots/resolves software/hardware trouble calls for both stand-alone and networked computers and peripherals. (342)

10. Supports approved end-user and LAN COTS applications. (342)
11. Manages, controls, and tracks inventory of PERSNET COTS software/hardware, including software on network servers as well as software on personal computers connected to PERSNET. (342)
12. Manages vendor warranty and contracted equipment support. (342)
13. Develops and maintains Inter/Intranet Home Page capabilities. (343)
14. Provides guidance on use of home page technology to functional users. (343)
15. Coordinates efforts with Public Affairs Officer (PAO) to ensure DOD/DON web security instructions are being met. (343)
16. Provides message processing for COMNAVPERSCOM, Navy Manpower Analysis Center (NAVMAC), and Navy Band, Mid-South. (344)
17. Maintains and updates the Distributed Plain Language Verification System. (344)
18. Creates and maintains message folders for dissemination through PERSNET. (344)
19. Provides 24-hour, 7-days-a-week service. (344)
20. Downloads and tracks the BUPERS MESSAGE HANDLING System. (344)

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PERS-074
PERFORMANCE ASSESSMENT DIVISIONFunction

Conducts ongoing metrics-based analysis of organization and infrastructure performance to anticipate and identify vulnerabilities and opportunities for improvement; conducts impact analysis and analysis of alternatives; prepares justification - cost/return on investment analysis - for recommended alternative. Develops methodologies for calculating cost of doing business, and coordinates ongoing analysis and reporting of business costs for key business functions. Develops measures of productivity, and coordinates ongoing analysis and reporting of productivity levels. Identifies critical business areas for Business Process Reengineering (BPR) and coordinates BPR projects with process owners.

Tasks

1. Develops methodologies and metrics for measuring infrastructure and organizational performance, productivity, and business process costs.
2. Establishes function/cost ratios, mean time failure rates.
3. Identifies critical functions and infrastructure components and develops methods/systems for performance reporting.
4. Conducts alternatives analysis and return on investment analysis of development/modernization initiatives.
5. Monitors critical infrastructure resources and business practices such as network staffing/staffing mix and recommends adjustments based on industry standards.
6. Conducts and/or coordinates with the operational organization the ongoing analysis and reporting of infrastructure workload; recommends and justifies improvements.
7. Monitors and assesses impact of emerging requirements on the infrastructure; prepares requirements and develops metrics to forecast and justify the procurement and installation of next-generation technology.

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8. Coordinates development and reporting of performance measures as required by the Clinger-Cohen Act.
9. Analyzes infrastructure impact and cost of deploying new systems; coordinates resource requirements and infrastructure enhancement plan with system developers and Acquisition Management personnel.
10. Develops data and product quality assurance procedures.
11. Reviews IRM policy from higher authority for applicability to COMNAVPERSCOM.
12. Develops, implements, and assesses policies, procedures, standards, and guidelines for all aspects of IM/IT.
13. Coordinates, consolidates, and submits IT Program Objective Memorandum (POM) issues.
14. Initiates, develops, coordinates, and tracks Interagency Service Agreements (ISA), Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Level of Service Agreements (LOSA), and Service Level Agreements (SLA) as needed.
15. Represents COMNAVPERSCOM, or coordinates COMNAVPERSCOM representation, at various DOD/DON management, planning, integration, process modeling and other working groups and teams to ensure that Navy manpower and personnel IT plans, processes and requirements are effectively represented.

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PERS-08

CIVILIAN PERSONNEL POLICY OFFICE

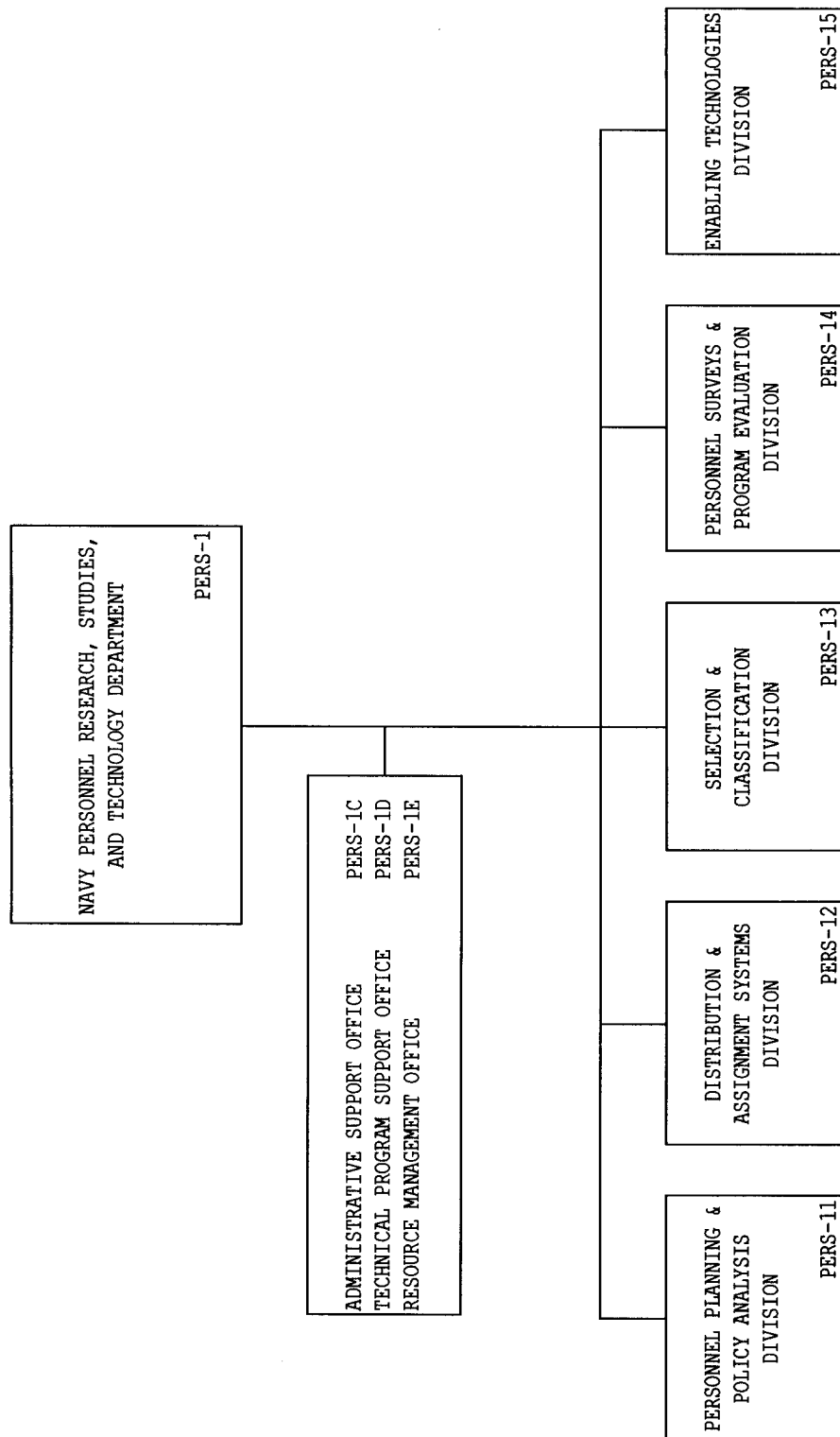
Function

Advises and assists COMNAVPERSCOM on civilian personnel and equal employment opportunity (EEO) policy development and implementation. Coordinates civilian personnel programs with servicing Human Resources Offices (HRO) and the HRO Service Center Southeast, Stennis Space Center, Mississippi. Administers specific civilian personnel and EEO programs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. BUPERS taskings are reflected in BUPERS Organization Manual, BUPERSINST 5400.6G.

Tasks

1. Reviews and evaluates effectiveness of civilian personnel management for COMNAVPERSCOM and participates in COMNAVPERSCOM Inspector General inspections.
2. Ensures adequate support to command management concerning civilian personnel matters.
3. Applies higher authority policy and program requirements in formulating command-wide civilian personnel and EEO programs, procedures and guidance.
4. Represents COMNAVPERSCOM on all EEO matters.
5. Monitors and evaluates the Command's EEO program.

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PERS-1

NAVY PERSONNEL RESEARCH, STUDIES, AND TECHNOLOGY DEPARTMENT

Function

Plans, develops, and executes Navy Personnel Command's research and development (R&D), studies and analysis, technology assessment, and business process reengineering programs; ensures program effectiveness, and relevance. The scope of the responsibility includes the program itself and supporting resources, including obtaining, applying, and evaluating creative and technically competent personnel; managing Navy's manpower and personnel (M&P) technology base (basic research, exploratory development, and advanced technology development) program budget; and assessing and applying appropriate leading edge technologies to further the mission. The assistant commander (ACNPC) is also designated as the COMNAVPERSCOM Science and Technology Advisor and liaisons between COMNAVPERSCOM, Chief of Naval Operations (CNO), Office of Naval Research (ONR), and Chief of Naval Education and Training (CNET) for the purpose of conducting and assisting program sponsors on issues related to M&P management. Manages the Navy Personnel Survey System for CNO. Effectively and economically manages the department; represents the department's programs to other R&D facilities and organizations; identifies Department of the Navy (DON) M&P requirements and appropriate research, analysis, and technology improvement strategies; and successfully transitions new methods and technologies to DON and other Department of Defense (DOD) customers.

Tasks

1. Performs all strategic planning, technical leadership, and management functions required in carrying out the function.
2. Manages, directs, and coordinates civilian and military personnel and manpower issues in support of the PERS-1 organization.
3. Manages and coordinates training of PERS-1 personnel.
4. Advises COMNAVPERSCOM, CNO, ONR, and CNET on the development and application of manpower and personnel science and technology.
5. Develops and maintains liaison with all Washington, D.C. based elements involved in manpower, personnel, and training

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(MPT) requirements and technology assessment, research and application policy. Promotes information exchange and cooperative effort. (PERS-1R)

6. For CNP and ONR, oversees MPT 6.4 Advanced Technology Development Programs, which include Human Factors Engineering (HFE) (Ships and Aircraft) Systems, Education and Training (E&T) Systems, Simulation and Training Devices (S&TD), and M&P modeling; successful transition and implementation of 6.3 projects under 6.5 MPT Engineering Development Program; and 6.6 Studies and Analysis Program, which includes various BUPERS and COMNAVPERSCOM projects for CNP, COMNAVPERSCOM, ACNPC, or CNP special advisors. (PERS-1R)

7. Administers funds. Determines research requirements with CNO (N1, N7, N8 warfare sponsors), and Fleet Commanders in Chief or Systems Commands. Coordinates research project and product transition. Coordinates program execution with R&D research laboratories and facilities, and justifies and defends the program within CNO (N091) and Navy Comptroller. (PERS-1R)

8. Serves as Product Area Manager coordinator for CNO (N1 and N81) by coordinating development and execution of Studies and Analysis Program for manpower, medical, and training projects conducted by the Center for Naval Analyses for CNO (N1, N093, and N7). (PERS-1R).

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PERS-1C
ADMINISTRATIVE SUPPORT OFFICE

Function

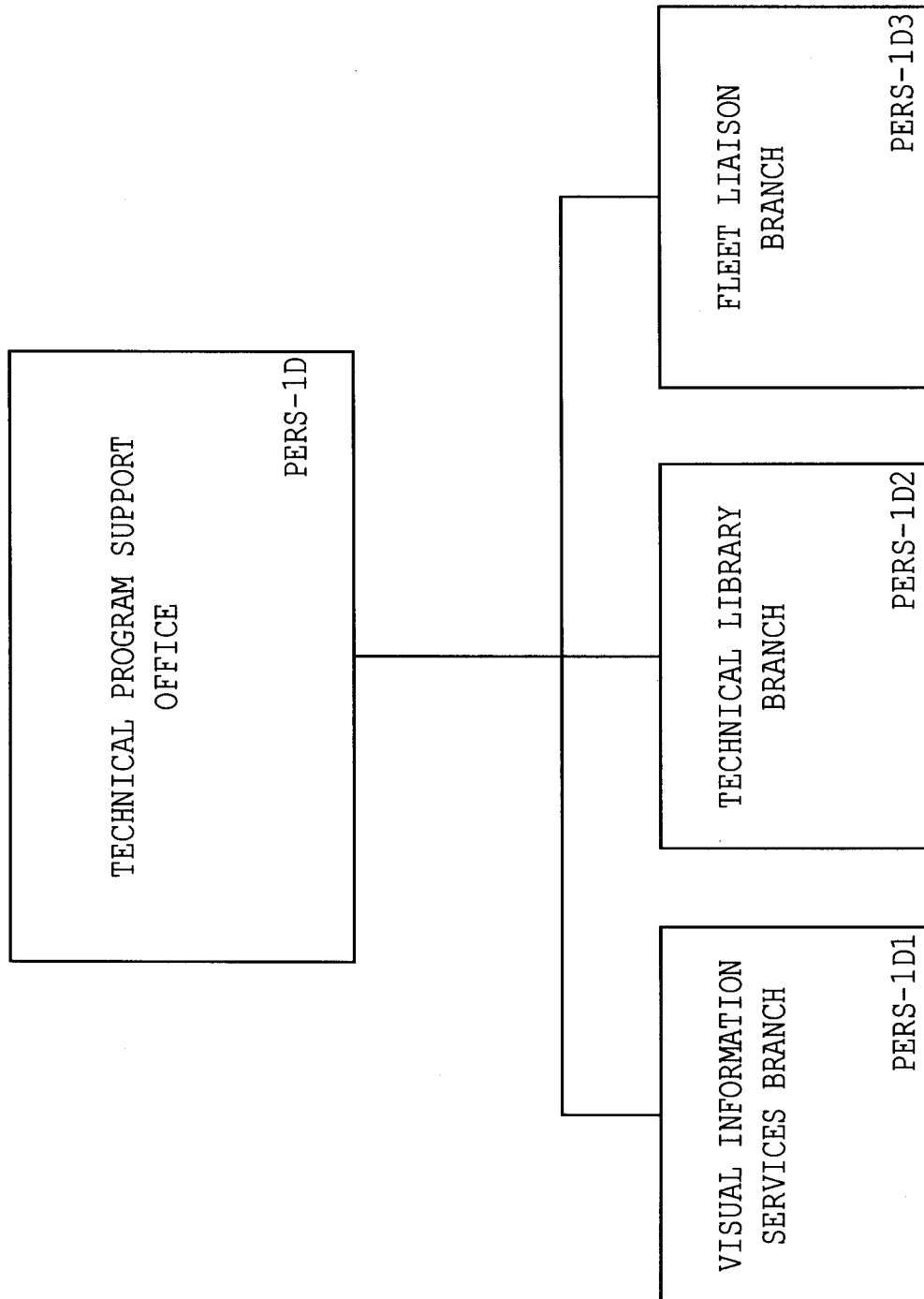
Manages, directs, and coordinates administrative activities in support of the PERS-1 organization.

Tasks

1. Generates and compiles management information to support the ACNPCs.
2. Provides all administrative and secretarial support to the ACNPCs and immediate staff.
3. Tracks personnel data to provide audit trails of manpower authorization and requirements. Supports review and maintenance of civilian, officer, and enlisted billet sequence codes. Maintains the PERS-1 portion of the Activity Manpower Document, Officer Distribution Control Report, and Enlisted Distribution Verification Report.
4. Administers visitor and access control programs, including processing clearances and visit requests, issuing visitor passes, and overseeing perimeter control system.
5. Administers the correspondence processing control, message traffic, and action items. Maintains automated correspondence tracking system; receives, issues, controls, and disposes of classified documents; serializes outgoing correspondence; maintains record copies of official correspondence and internal directives; distributes reading files; issues and maintains internal instructions.
6. Provides general administrative services, including distributing incoming and outgoing mail, maintaining department's telephone directory and recall bill, and updating PERS-1 listings in other directories.
7. Coordinates PERS-1 participation in Management Control Review and other oversight programs; serves as PERS-1 liaison for external audits.
8. Manages PERS-1 indoctrination program and mandatory training programs.

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9. Initiates all requests for civilian personnel actions and serves as liaison to the COMNAVPERSCOM civilian personnel office and human resources field and regional offices; coordinates position management program and maintains PERS-1 staffing plan.



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PERS-1D
TECHNICAL PROGRAM SUPPORT OFFICE

Function

Supports technical planning, research coordination, program management, and customer support. Publishes technical publications, provides visual information services, and maintains a technical library in direct support of R&D, studies and analyses, technology assessments, and business process improvements. Investigates, defines, and addresses operational problems related to Fleet personnel performance. Coordinates on-site consultative services to operational commands.

Tasks

1. Manages the department's science and technology program, including planning and budgeting. (PERS-1D)
2. Provides technical guidance and expertise to PERS-1 researchers, analysts, and technology specialists with regard to program guidance, project planning, and inter-relationships among projects within the overall technology program. (PERS-1D)
3. Develops an annual Technology Plan for the exploratory development research program. (PERS-1D)
4. Drafts and coordinates responses to requests for information, R&D activities and findings, and for technical reports and underway efforts. (PERS-1D)
5. Reviews professional writings of staff to ensure all release requirements are met and release controls are applied. (PERS-1D)
6. Coordinates preparation and submission of work unit summaries and technical program documentation to Defense Technical Information Center. (PERS-1D)
7. Represents PERS-1 on function-related working groups within NAVPERSCOM and with other laboratories and professional organizations. (PERS-1D)
8. Develops R&D technology transfer and end product marketing strategies and institutes measures of success. (PERS-1D)

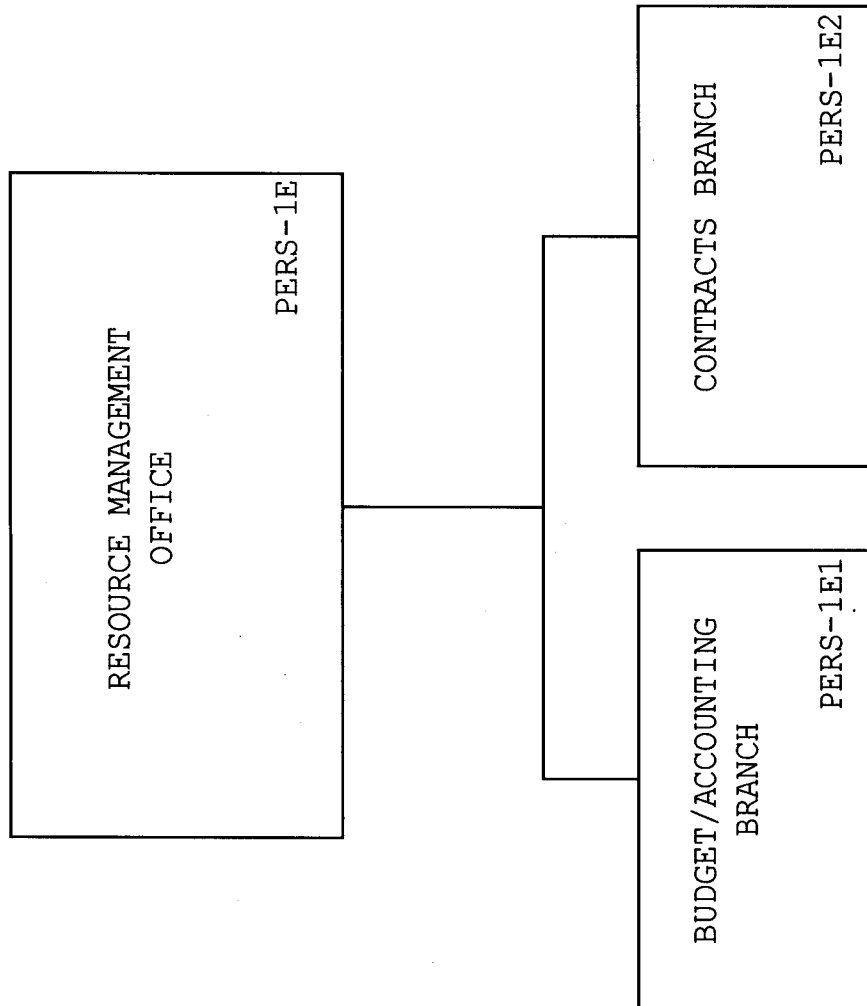
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9. Prepares and publishes various publications to report research findings, inform military and civilian audiences about research activities, and document programs. (PERS-1D)
10. Edits technical publications for content, style, and adherence to publication standards. (PERS-1D1)
11. Prepares materials for flag-level presentations, briefings, demonstrations, and exhibits. (PERS-1D1)
12. Provides automated publishing, reports processing, and graphic arts services to support the research, studies, and assessment functions. (PERS-1D1)
13. Develops visual components of research products and provides visual support services. (PERS-1D1)
14. Develops and maintains worldwide web site, to include the collection of R&D information available for public release and information on ongoing scientific initiatives, and the department intranet site. (PERS-1D1)
15. Establishes, organizes, administers, and maintains a technical library and full-service library program to meet the technical information reference requirements in support of the mission. (PERS-1D2)
16. Acquires books, reports, journals, systems, and services to support research and analysis. (PERS-1D2)
17. Provides reference, document acquisition, and patron orientation services. (PERS-1D2)
18. Implements and maintains automated library system for access to library collection and circulation control of library materials. Provides access to CD-ROM databases. (PERS-1D2)
19. Performs online literature searches of remote databases; provides access to the Defense Technical Information Center technical report database. (PERS-1D2)
20. Provides Fleet experience-based advice and consultation to technical program staff on Fleet organization, requirements, and operations. Provides Fleet context to theoretical and applied research initiatives. (PERS-1D3)

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21. Analyzes M&P research and development products and capabilities and relates them to current and emerging operational problems. (PERS-1D3)
22. Coordinates with the Fleet to obtain research testbeds, data sources, research subjects, feedback, evaluation, and operational experience. (PERS-1D3)
23. Coordinates Fleet visits for projects and indoctrination (e.g., Scientist-to-Sea). (PERS-1D3)

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PERS-1E
RESOURCE MANAGEMENT OFFICEFunction

Executes an integrated Resource Management System (RMS) financial management program for research, development, test, and evaluation (RDT&E) funds in direct support of the department's mission.

Tasks

1. Conducts long-term strategic financial planning and advises ACNPC on all financial matters. (PERS-1E)
2. Prepares travel orders, obtains tickets and travel advances, and reviews travel claims. (PERS-1E)
3. Manages credit card program for PERS-1 and initiates small purchase orders to support the R&D mission. (PERS-1E)
4. Provides inventory management and receipt control services for all supplies and equipment required to support the department's mission. (PERS-1E)
5. Maintains the department's property control system. (PERS-1E)
6. Formulates, reviews, and executes RDT&E budgets; calculates general and administrative overhead rates. (PERS-1E1)
7. Assists divisions in developing budgets, calculates indirect overhead rates, and projects labor costs. (PERS-1E1)
8. Distributes RDT&E budget. Accepts or rejects research funding documents, and establishes job order accounts. (PERS-1E1)
9. Provides RMS accounting and financial reporting services, including accumulating commitment, obligation, and expenditure data, verifying data, and researching and correcting variances. (PERS-1E1)
10. Transmits financial data via STARS accounting system. (PERS-1E1)

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11. Issues reimbursable documents to support funding citations for planned contract actions. (PERS-1E1)
12. Provides procurement support in issuing delivery orders against basic indefinite quantity contracts. (PERS-1E2)
13. Processes request packages for major contracts. (PERS-1E2)
14. Provides consultation services to management and technical personnel on contract regulations, processes, and procedures. (PERS-1E2)

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PERS-11
PERSONNEL PLANNING AND POLICY ANALYSIS DIVISIONFunction

Conducts research and development in new technologies and methods for determining DON workforce requirements, monitoring the composition of the workforce, evaluating trends in workforce behavior, and prescribing actions that will achieve workforce management goals.

Tasks

1. Develops technologies for simulating and forecasting the behavior of the DON officer, enlisted, and civilian personnel systems.
2. Develops tools for constructing and monitoring accurate personnel strength, accession, retention, promotion, and training plans.
3. Develops techniques for evaluating the effectiveness and cost of alternative personnel policies.
4. Develops prototype technologies for organizing, delivering, and mining complex personnel data. Investigates and develops methods for converting personnel data into timely and useful information.
5. Monitors state-of-the-art developments in operations research, applied mathematics, economics, statistics, computer science, and related disciplines for potential application to DON workforce management problems.
6. Develops large-scale systems for monitoring, evaluating, and responding to workforce trends that indicate a potential problem or opportunity that could have a significant impact on personnel readiness.
7. Researches and develops methods for converting personnel data into timely and useful information that is delivered in a manner that can be acted upon by decision-makers and easily understood.
8. Develops systems for constructing and executing Navy's manpower appropriation.

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9. Studies demographic, sociologic, education, economic, and labor market trends and analyzes impact on the DON workforce.

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PERS-12
DISTRIBUTION AND ASSIGNMENT SYSTEMS DIVISION

Function

Conducts research and development in new technologies and methods of distributing and assigning personnel to jobs to improve military readiness and control costs.

Tasks

1. Designs prototype systems for assigning Sailors to jobs based on cost, Fleet requirements, individual preferences, and a wide variety of assignment policies.
2. Investigates methods for streamlining the Navy officer and enlisted distribution and assignment processes.
3. Develops systems for optimally executing the manpower distribution process, including the creation of prioritized requisition lists.
4. Monitors state-of-the-art developments in operations research, computer science, artificial intelligence, and related disciplines for potential application to personnel distribution and assignment.

PERS-13
SELECTION AND CLASSIFICATION DIVISION

Function

Conducts research and development in technologies and procedures for recruiting, selecting, classifying, and utilizing officer, enlisted, and civilian personnel to improve performance and retention.

Tasks

1. Develops effective and efficient methods for screening and selecting young people for military service.
2. Develops new cognitive and non-cognitive instruments that improve Navy's understanding of recruits and helps better predict training and job performance, as well as likelihood of retention.
3. Develops techniques that more effectively classify quality recruits into Navy skills.
4. Designs and develops a "whole person" approach to classification.
5. Develops improved measures of personnel performance.
6. Monitors state-of-the-art developments in behavioral and cognitive science, operations research, statistics, and information systems for potential application to selection and classification problems.

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PERS-14

PERSONNEL SURVEYS AND PROGRAM EVALUATION DIVISION

Function

Conducts research and development to improve Navy's understanding of its diverse workforce, and to assess programs and organizations designed to support the workforce. Serves as Chief of Naval Operations' primary personnel survey resource.

Tasks

1. Develops technologies to evaluate the effectiveness of quality of life programs and to improve the quality of personnel survey data.
2. Develops new survey and attitude measurement technologies.
3. Serves as Navy's technical authority on personnel survey matters, including methodological techniques, sampling strategies, and survey design.
4. Prepares the biannual Navy-wide Personnel Survey (NPS) and the Navy Equal Opportunity and Sexual Harassment Survey (NEOSH) and reviews all other surveys of Navy personnel and their families for approval by the ACNPC. After survey approval, provides professional assistance to organizations conducting surveys.
5. Conducts organizational assessments to determine appropriate changes needed to meet efficiency and effectiveness goals. Designs, develops, and evaluates interventions and change strategies that evolve from these assessments.
6. Develops methods, procedures, and instruments for assessing the effectiveness and efficiency of management and leadership practices.
7. Responds to congressional inquiries on the effectiveness of Navy and Marine Corps systems, program approaches, and the feasibility and impact of various policy implementation strategies.

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PERS-15
ENABLING TECHNOLOGIES DIVISIONFunction

Assesses emerging technologies for application to manpower and personnel research and studies. Assesses Navy manpower and personnel business processes and develops technologies and methods for reengineering those processes. Develops and maintains RDT&E management information systems.

Tasks

1. Assesses emerging technologies for application to Navy manpower and personnel problems.
2. Analyzes functional and technical requirements and the feasibility of applying installed technologies to meet requirements.
3. Assesses information resources management (IRM) technologies for application in Navy and Marine Corps personnel problems and process improvement; and plans, designs, and evaluates IRM integration.
4. Provides technological consultation to support transition and implementation of R&D products.
5. Maintains technological expertise to provide innovation, "smart buyer" assistance, and real-world understanding of technologies.
6. Plans, designs, develops, installs, and maintains operational readiness of computer networks, internet gateways, hardware, software, and applications to support research and development, studies and analysis, technology assessment, business process improvement, and their supporting functions.
7. Plans, designs, develops, and maintains computerized RDT&E management information systems to support decision making at all levels of the department and to support administrative operations.
8. Maintains connectivity to and interfaces with the entire NAVPERSCOM computing architecture.

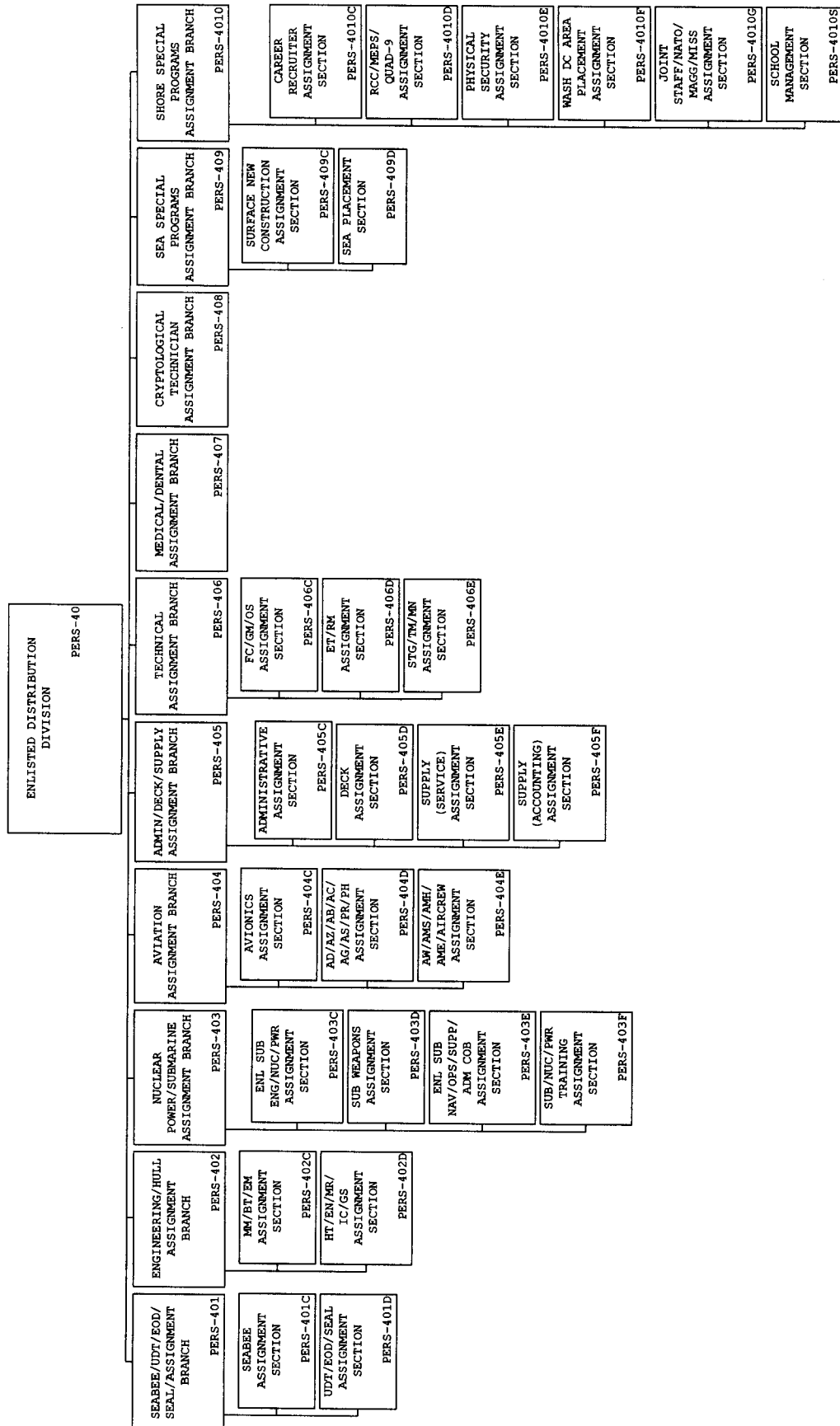
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PERS-4
DISTRIBUTION DEPARTMENT

Function

Implements policies pertaining to officer and enlisted assignments, placement, retention, career enhancement and motivation, and career progression. Coordinates the development of Fleet and shore personnel requisitions to ensure the most efficient use of active duty personnel in support of the Navy billet structure. Maintains and manages an inventory of personnel having currently required special skills and capabilities. Defines and formulates ADP information requirements necessary to maintain, control, and support the computer assisted enlisted and officer distribution management systems. Coordinates with Fleet commanders, various COMNAVPERSCOM offices, and outside agencies concerning plans and programs dealing with personnel management and distribution practices.

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PERS-40
ENLISTED DISTRIBUTION DIVISION

Function

Controls personalized detailing to all activities, projects, and billets following given requirements, management directives, and fiscal constraints. Maintains direct and personalized liaison with individual constituents. Monitors allocated Permanent Change of Station (PCS) and Temporary Duty Under Instruction (TEMDUINS) funds. Monitors allocated temporary flight orders for enlisted members and provides processes to ensure quality control checks for enlisted detailing. Implements plans and policy designed to ensure the optimum selection for skill training of recruits and other non-designated enlisted personnel. Coordinates and controls all training inputs to satisfy the "A" school training plan. Evaluates and advises planners on operational constraints during development of and changes to the class "A" school training plan. Authorizes and assigns all Navy Leadership Continuum quotas for personnel on PCS transfers. Monitors and evaluates the management of all Navy Enlisted Classification Code (NEC) producing "C" school quotas.

Tasks

1. Monitors assignment policies and procedural precedents and other historical evolvement; effects liaison with Enlisted Placement Management Center (EPMAC) and major naval staffs; and reviews matters concerning enlisted assignments worldwide.
2. As the PCS/TEMDUINS managers for PERS-40, monitors all PERS-40 PCS/TEMDUINS funds to ensure conformance with allocated funds. Tracks unforeseen expenditures such as changes in the pipelines, new training requirements, changes of homeport, and decommissionings. (40T)
3. Manages beneficial suggestion program pertaining to enlisted assignment. (40T)
4. Coordinates statistical information in support of enlisted personnel distribution/assignment studies. (40T)
5. Pinpoints and takes corrective action to streamline, update, or bring into accord with current laws, regulations, policies, practices, and procedures pertaining to allocation, assignment, and ordering of enlisted personnel. (40T)
6. Responsible for assigned articles in the Naval Military Personnel Manual (MILPERSMAN) and certain chapters in the Enlisted Transfer Manual (ENLTRANSMAN). Advises higher authority

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in the preparation of certain instructions that affect travel entitlement of enlisted personnel throughout the Navy. (40T)

7. Disseminates assignment policy and develops and issues procedures for implementation of such policy through revisions and issuance of the Enlisted Personnel Detailers' Manual, Standardized Detailing Procedure Memoranda, and Policy Memoranda. (40T)

8. Provides interface with the Distribution Support Division (PERS-45) to ensure compatibility of procedures with existing systems. Assists in design and development of new systems and provides for intricate retrieval of enlisted assignments through creation of computer program parameters. (40T)

9. Monitors changes in available quotas, revisions to the training plan, and other related changes effecting the execution of the NEC producing "C" school input plan. (40T)

10. Monitors the interface between the Navy Integrated Training Resources and Administration System (NITRAS) and Support Programs for Incentives, Retention, and Training (SPIRIT). (40T)

11. Adheres to overseas screening policy with regards to reports of unsuitability; tracks and troubleshoots the transient student pipelines; and manages the Enlisted Education Advancement Program. (40BB)

12. Takes final action following current laws, regulations, and policies on requests concerning noncompliance with current laws, regulations, and policies as they apply to overseas commands and activities, including ships and embarked staffs and units homeported overseas. (40BB)

13. Manages policies pertaining to enlisted orders with regard to travel entitlement as defined by current law, regulations, and policy. (40CC)

14. Interprets and applies existing laws and regulations in cases regarding problems arising in connection with enlisted orders involving PCS, temporary duty (TEM DU), temporary additional duty (TAD), temporary duty under instruction (TEM DUINS), and duty under instruction (DUINS). (40CC)

15. Takes final action at the COMNAVPERSCOM level on Secretary of the Navy findings (SECNAV FINDS) and originates correspondence to SECNAV requesting changes in policy that affect both officer and enlisted personnel and, when approved, are applicable to the Marine Corps. (40CC)

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16. Writes and revises wording of enlisted PCS orders and specific instructions contained in them which may pertain to the individual, accrued entitlements, the transferring or receiving command, or the Navy as a whole. (40CC)

17. Originates, formulates, researches, revises, interprets, and implements policy pertaining to assignments of enlisted personnel involved with the Family Advocacy Program, Exceptional Family Member Program, and Enlisted Education Advancement Program. Ensures personnel are properly assigned per existing policy. (40DD)

18. Arranges enlisted detailing trips to battle groups and other activities worldwide to provide enlisted personnel assignment and in-rate counseling by their detailers; maintains liaison with military and civilian passenger reservation officers to obtain required passenger seats; maintains liaison to obtain permission for country clearances; and notifies various commands on purpose for visits, and estimated times and dates detailers will be in their area. (40EE)

19. Details Command Master Chief Program. Interfaces with Master Chief Petty Officer of the Navy and fleet/force master chiefs on Command Master Chief Program issues; briefs Navy boards on issues that relate to Command Master Chief Program; and interfaces with major commands, commanding officers, executive officers, and command master chiefs on command master chief issues, screening process, and detailing procedures. (40FF)

20. Serves as functional manager for availability reporting, processing, and tracking subsystems. Receives, processes, and distributes COMNAVPERSCOM-directed Reports of Enlisted Availability, and appropriate orderwriting/accounting documents to cognizant assignment section. Maintains functional control of enlisted data elements associated with the Availability Block of the Enlisted Master File (EMF). Serves as single point of contact for monitoring and controlling unassigned availabilities and provides automated support to EPMAC (Code 70) to assist in their availability monitoring and orderwriting functions; and recommends changes as appropriate to systems managers for implementation. (40GG)

21. Supervises/monitors initial assignment of married military members when both are on sea duty and availabilities and assignment of pregnant members to shore duty (NEC 0054) from sea duty. (40GG)

22. Administers policy and processes requests for humanitarian assignment (HUMS) and hardship discharges; issues TEMDU orders for short-time humanitarian assignment; and issues separation authority for enlisted personnel approved for hardship discharges

and Convenience of Government (COG) discharges for dependency or hardship reasons. (40HH)

23. Coordinates with Naval Facilities Engineering Command (NAVFACENGCOM) for distribution policies concerning the assignment of Construction Ratings. (401)

24. Develops, coordinates, and implements personnel rating control to obtain the most effective utilization of assigned ratings throughout the Navy. Administers assignment of enlisted personnel within assigned ratings by rate and NEC per sea/shore rotation, allocation requirements, enlisted personnel requisition, and other current personnel policies. Monitors allocated PCS funds under their cognizance. (401 through 4010)

25. Administers policy for enlisted members related to allocation and assignment of all enlisted members except nonrated, nondesignated personnel detailed by EPMAC; sea/shore rotation prescribed for rate/NEC; class B/C factory/functional training assignment; recruiting/reenlistment guarantees; and PCS Operating Target (OPTAR) expenditures. (401 through 4010)

26. Conducts personalized liaison with individual members of rating/NEC communities. (401 through 4010)

27. Coordinates with CNO (N13) for establishment of enlisted distribution policy. Provides "executer's perspective" for proposed policies. (401 through 4010)

28. Monitors and coordinates personnel assignments to support various unique submarine programs including new construction, execution of homeport changes, overseas homeporting and decommissionings. Monitors and coordinates personnel assignment to support surface nuclear programs including new construction, overhaul and decommissionings. Conducts screening, selection, and assignment of enlisted personnel to fill enlisted nuclear instructor assignments. Conducts screening, selection and assignment of Fleet candidates and recruits for initial submarine training and nuclear power pipeline training. (403)

29. Monitors and coordinates personnel assignments to support various unique aviation programs including commissioning, execution of homeport changes, overseas homeporting, and deactivations. (404)

30. Coordinates with Bureau of Medicine and Surgery (BUMED) for distribution policies concerning the assignment of Medical and Dental Ratings. (407)

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31. Coordinates with the Naval Security Group for distribution policies concerning the assignment of Cryptologic and Intelligence ratings. (408)

32. Monitors and coordinates personnel assignments to support various unique surface ship programs including reactivations and new construction, Carrier Service Life Extension Program (CV SLEP), execution of homeport changes, overseas homeporting, decommissionings, shore disestablishments and station changes, and the assignment of enlisted women to shipboard duty and Landing Craft Air Cushion (LCAC) crew. (409)

33. Represents COMNAVPERSCOM at Navy Training Plan Conferences for new construction and reactivated surface ships, decommissionings, ship homeport changes, and Women-at-Sea Program. (409)

34. Maintains liaison with major claimants, warfare sponsors, project managers, and Chief of Naval Operations (CNO) in matters of enlisted manning for new construction ships and civilian contractors. (409)

35. Conducts screening, selection, and assignment of enlisted personnel to the following unique shore programs: Recruit Company Commander, Survival Evasion Resistance Escape (SERE) instructors, USS CONSTITUTION, U.S. Army Sergeants Major Academy, Senior Enlisted Academy, Human Resource Management, Operation DEEP FREEZE, Recruiter Canvasser, Career Recruiter Force, Military Entrance Processing Stations (MEPS), petty officer requirements for women ashore (NEC 9999), Navy Brigs, Correctional Custody Units, Personnel Exchange Program (PEP), Military Assistance Advisory Groups (MAAGS)/MISSIONS/Military Groups (MILGRPS), Technical Advisory Field Teams (TAFT), joint staffs worldwide, North Atlantic Treaty Organization (NATO) activities, Presidential Support Activities (Washington, DC), enlisted aides to public quarters, flag messes ashore, major Navy staffs, DOD agencies, Academic Remedial Training instructors, and Physical Security (NEC 9545). (4010)

36. Monitors the recall, reassignment, and release of temporary active duty (TEMAC) personnel and conducts liaison with the Commander, Naval Reserve Force (COMNAVRESFOR); Commander, Navy Recruiting Command (COMNAVCRUITCOM); and individual recruiting districts regarding TEMAC personnel. (4010)

37. Determines, assigns, and monitors PERS-40 rating quotas for recruiting duty and recruit company commanders; and monitors all CNO priority billet requirements to ensure maximum manning and minimum billet gapping. (4010)

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38. Manages the Navy Training and Reservation System (NTRS) to accomplish the selection and assignment of personnel enlisted in accession programs. (4010)

39. Coordinates, controls, and executes all class "A" school assignments to ensure optimum attainment level loading of the training plan through control of NTRS and Fleet student inputs; executes necessary actions to stabilize class "A" school utilization when special circumstances dictate. Screens records of all individuals requesting class "A" school to determine eligibility. (4010)

40. Controls, coordinates, and executes all class "A" school assignments in support of the training plan. (4010)

41. Issues class "A" school orders for immediate availabilities, i.e., Navy veterans (NAVETS), other service veterans (OSVETS) and hospital releases with school guarantees. (4010)

42. Issues orders for enlisted personnel entering officer training programs including Broadened Opportunity of Officer Selection and Training (BOOST), U.S. Naval Academy, Naval Academy Preparatory School, Officer Candidate School (OCS), Enlisted Commissioning Program (ECP), ECP to OCS, Nuclear Enlisted Commissioning Program (NECP), Medical Enlisted Commissioning Program (MECP), Aviation Limited Duty Officer Program (ALDO), and Naval Reserve Officer Training Corps (NROTC) to ECP Program. (4010)

43. Coordinates the Advanced Electronics Field (AEF) and Advanced Technical Field (ATF) Programs. Screens requests for entrance into these programs for eligibility and approves/disapproves as appropriate. (4010)

44. Coordinates and assigns personnel guaranteed or recommended for the Job Oriented Basic Skill (JOBS) Program with follow-on assignment to "A" school. (4010)

45. Controls and assigns students dropped from one "A" school who are reclassified and recommended for alternate "A" school training. (4010)

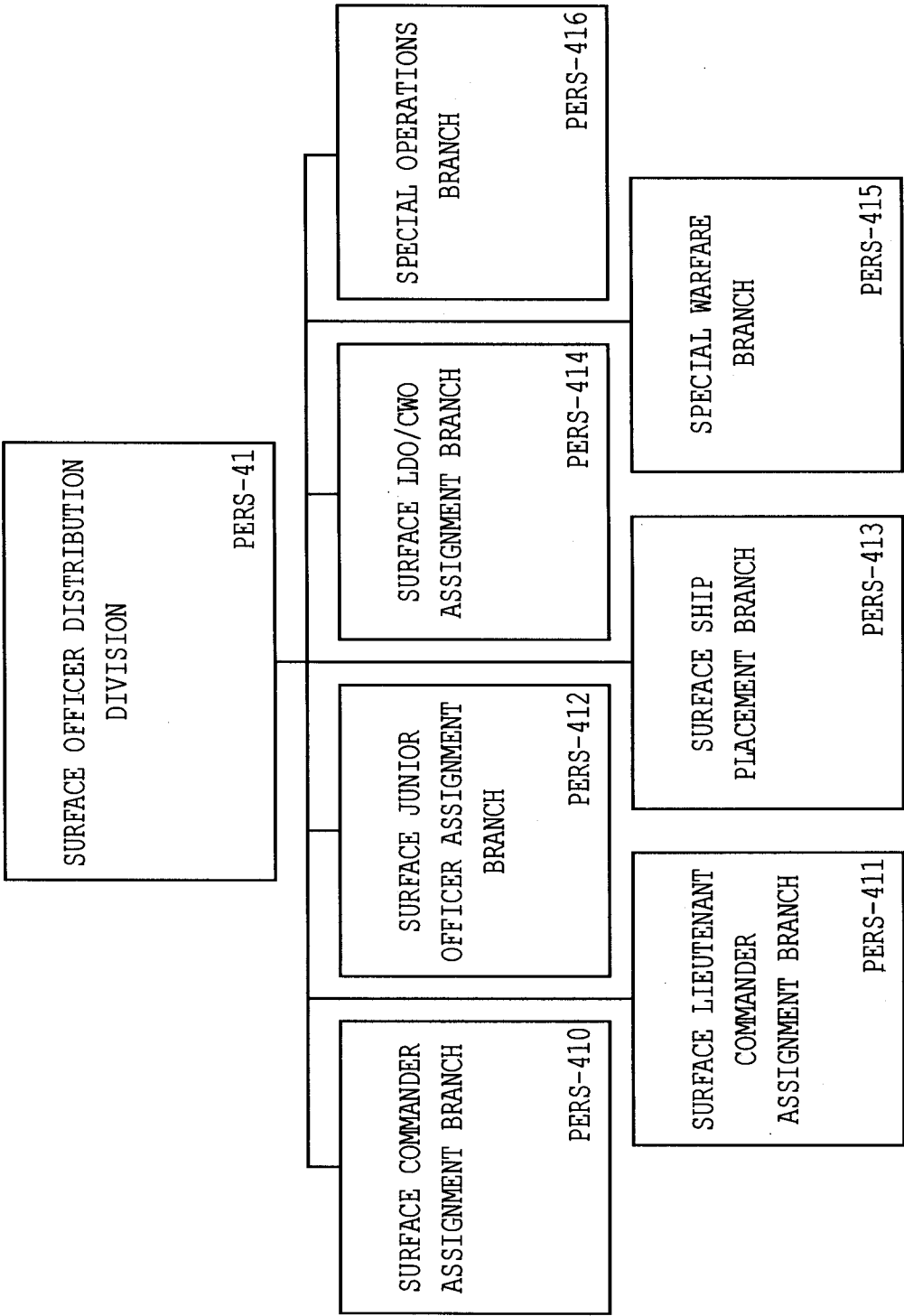
46. Advises planners in matters relating to student input constraints during development of the "A" school training plan and related changes. (4010)

47. Coordinates and monitors all assignments to Naval Leadership Continuum in conjunction with PCS transfers in support of the training plan. (401 through 4010)

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48. Coordinates the training plan for Limited Duty Officer (LDO)/chief warrant officer (CWO) selectees attending Officer Indoctrination School (OIS). (4010)



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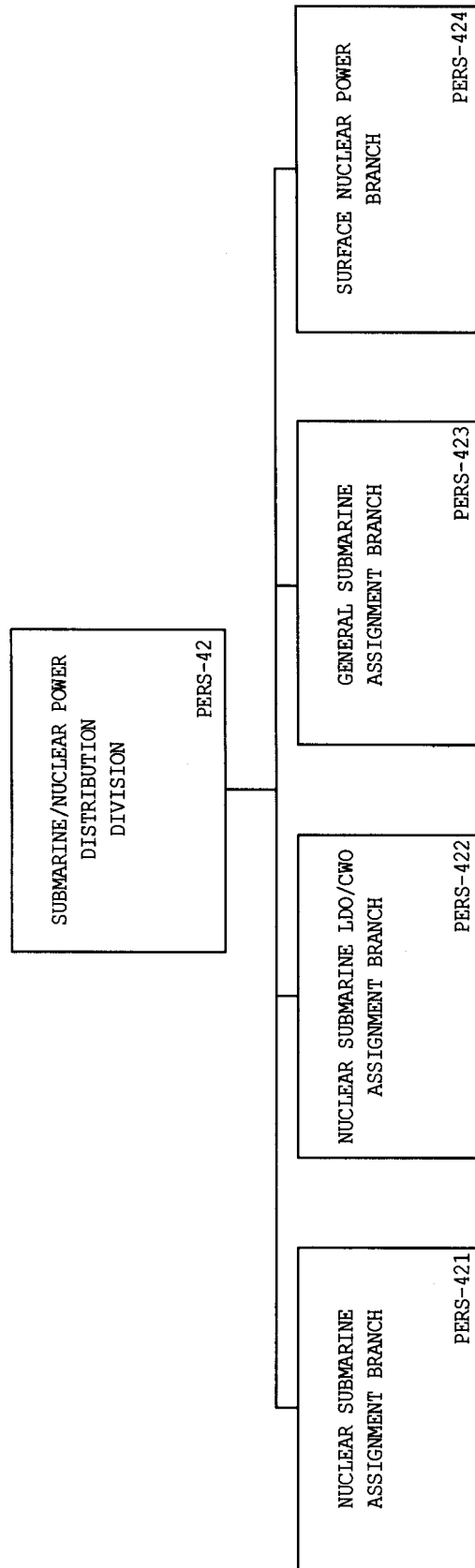
PERS-41
SURFACE OFFICER DISTRIBUTION DIVISION

Function

Assigns and places active duty 111X/113X/114X designator officers and associated limited duty officers (LDOs)/chief warrant officers (CWOs) from captain and below to billets in both afloat and ashore commands; places officers in associated operational and support commands and staffs; supports and conducts various Surface Warfare Screening Boards.

Tasks

1. Assigns 111X/113X/114X designator officers in the grade of captain to billets afloat and ashore. Records for 11XX Captain, Major Command Selection Board. (41/41AA)
2. Assigns 111X designator officers in the grade of commander to billets afloat and ashore. Records for the Commander Command Selection Board. (410)
3. Assigns 1110 designator officers, except Training and Administration of the Reserves (TARs), in the grade of lieutenant commander to billets afloat and ashore. Records for Lieutenant Commander Commanding Officer/Executive Officer (CO/XO) Screening Board. (411)
4. Assigns 111X designator officers in the grade of lieutenant and below, and surface nuclear trained officers in the grade of commander and below, to billets afloat and ashore. Records for Department Head Screening Board. (412)
5. Places officers in billets afloat with the exception of aircraft carriers, submarines, and submarine support ships. (413)
6. Assigns all associated LDO and CWO (61XX, 641X, 642X, 643X, 648X, 649X, 71XX, 741X, 742X, 743X, 748X, and 749X) designator officers in the grade of commander and below to billets afloat and ashore. (414)
7. Assigns and places all 113X designator officers in the grade of commander and below to billets afloat and ashore. (415)
8. Assigns and places all 114X designator officers in the grade of commander and below to billets afloat and ashore. (416)



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PERS-42
SUBMARINE/NUCLEAR POWER DISTRIBUTION DIVISION

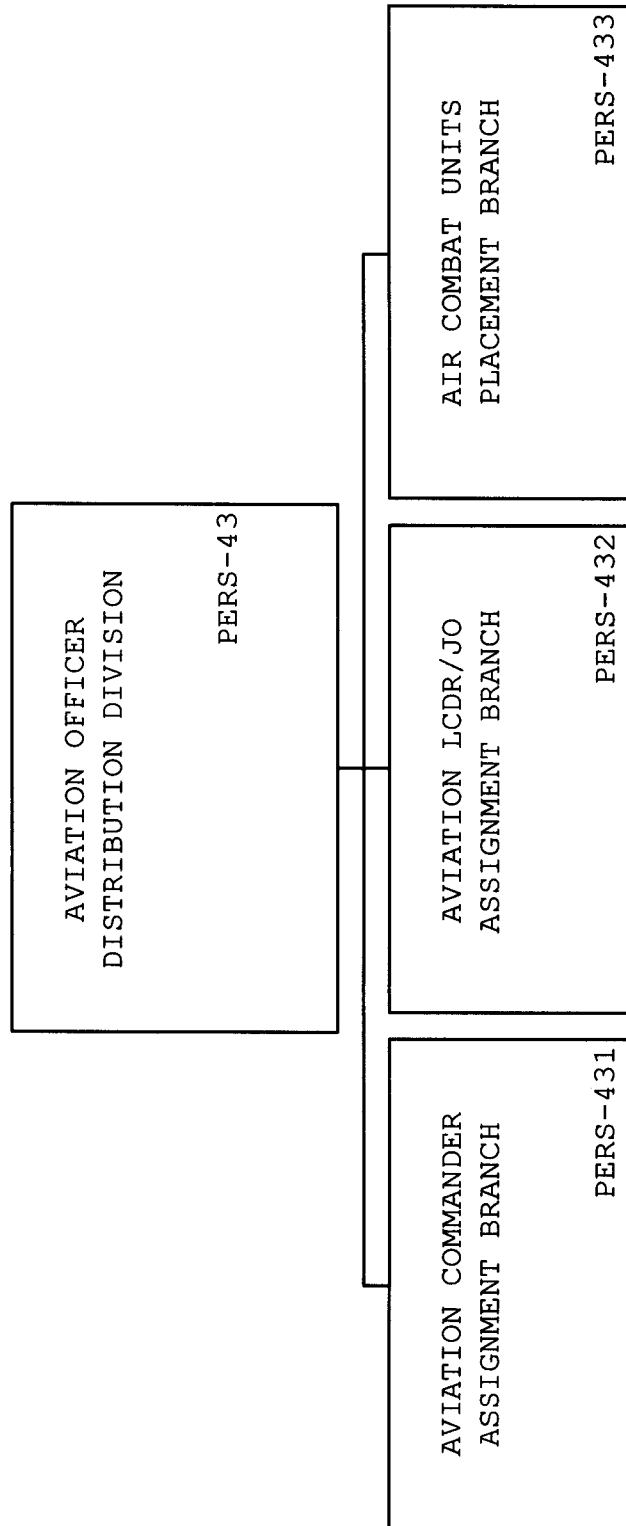
Function

Assigns and places active duty submarine/nuclear trained officers from the grade of captain and below and certain non-nuclear trained Department of Energy (DOE) officers to billets in both afloat and ashore commands.

Tasks

1. Serves as the COMNAVPERSCOM/Chief of Naval Operations (CNO) Nuclear Power Program Manager. (42)
2. Records for the 112X Captain, Major Command Screening Board.
3. Assigns nuclear power submarine trained officers. (421)
4. Assigns all nuclear officer accessions and monitors the nuclear power training and recruiting programs. (421)
5. Records for the Submarine Commanding Officer/Executive Officer (CO/XO) Screening Board and Submarine Department Head Board. (421)
6. Places officers in nuclear submarines. (421)
7. Assigns general submarine officers. (421)
8. Places officers in submarine tenders, submarine drydocks, submarine bases, and shore-based submarine maintenance activities. (422)
9. Assigns submarine and nuclear trained limited duty officers (LDOs)/chief warrant officers (CWOs). (422)
10. Assigns and places officers assigned to naval reactors and their associated field activities. (422)
11. Places officers in submarine staff, training, and general shore billets. (423)
12. Assigns nuclear and general submarine officers within the Acquisition Professional Community. (423)
13. Places nuclear trained surface warfare, engineering duty, and aviation officers in afloat and ashore nuclear billets. (424)

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PERS-43
AVIATION OFFICER DISTRIBUTION DIVISION

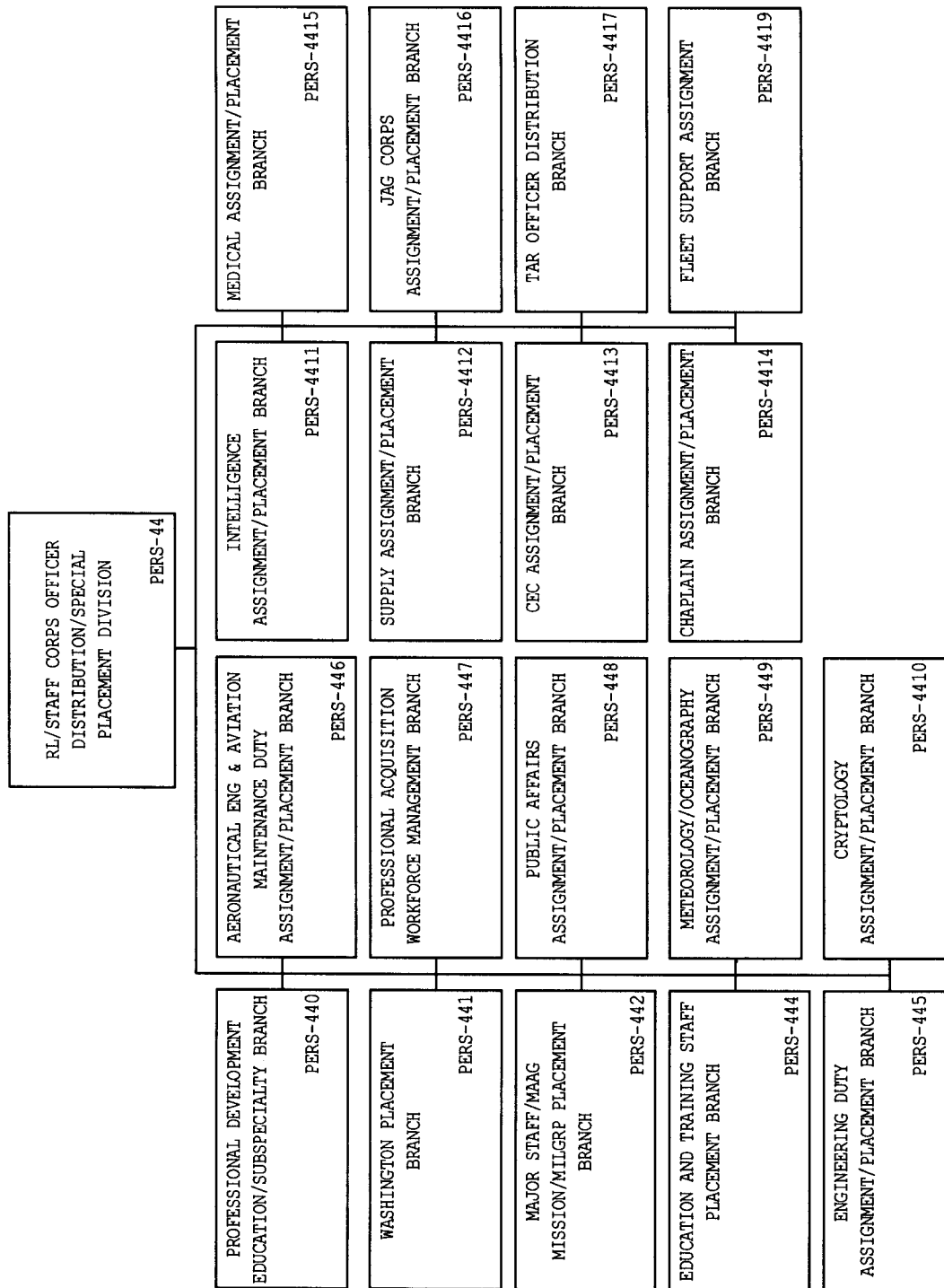
Function

Assigns active duty aviation (13XX) officers, limited duty officers (LDOs) (63XX), and chief warrant officers (CWOs) (73XX), to billets afloat and ashore; places officers in aviation activities; evaluates and classifies aeronautically designated officers; and executes Aviation Career Incentive Pay/Aviation Continuation Pay (ACIP/ACP) programs.

Tasks

1. Assigns aviation captains and records for Aviation Major Command Screen Board. (43)
2. Assigns aviation commanders and records for Aviation Commander Command Screening Board. (431)
3. Assigns aviation officers in the grade of lieutenant commander and below, as well as associated LDOs and CWOs. Manages the ACIP/ACP Programs and records for Aviation Warfare Transition Board. Assigns aviation officers to military service schools and post-graduate education programs. (432)
4. Places officers in aviation activities (including CCGs/CV/CVNs); screens officers for flight training. (433)
5. Records for Unrestricted Line (URL) Lateral Transfer Board. (433)

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PERS-44

RESTRICTED LINE/STAFF CORPS OFFICER DISTRIBUTION/
SPECIAL PLACEMENT DIVISION

Function

Administers distribution of officer personnel in restricted line (RL) categories, special duty officer, Acquisition Professional (AP) community, Training and Administration of the Reserves (TAR), and staff corps. Places officers in headquarters activities, on major staffs, numbered Fleets, Personnel Exchange Program (PEP) tours, education/training staffs, communications activities, staff corps activities, and certain commands responsible for material and logistic support of the Fleet. Places naval aides below the grade of captain and conducts continuing review of subspecialist officer assignment procedures. Manages Foreign Area Officer programs including Defense and Naval Attaches, places officers in graduate education and other foreign and domestic service and war colleges.

Tasks

1. Administers officer distribution and special placement issues. (44)
2. Coordinates special projects. Manages the following accounts for the division: Permanent Change of Station (PCS), Military Pay, Navy (MP,N) funds, Temporary Duty under Instruction (TEMDUINS) funds, contingency fund, and Temporary Additional Duty (TAD) travel for detailing trips. Prepares divisional reports. Places officers, commander and below, in aide billets. (44)
3. Places officers of all grades and designators in professional development education programs over 20 weeks in length throughout the world. Integrates all matters of officer education to include policy coordination and implementation, foreign liaison, program development, and officer counseling, and sponsors 14 boards for selection of officers for education programs. (440)
4. Reviews subspecialty assignment procedures of officer distribution divisions. Establishes subspecialty assignment procedures; acts as the primary point of contact within PERS-4 for subspecialty matters. Provides subspecialty career information for use by commanders, personnel managers, executives, and individual officers. Monitors the assignment of all subspecialists, sponsors all subspecialty selection boards, and effects liaison with subspecialty sponsors and consultants. Maintains utilization statistics on subspecialist officers, analyzes current and projected status of the subspecialty communities, codes qualified officers as subspecialists, and assists

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assignment and placement officers in slating subspecialists and assigning proper utilization codes on order nominations. (440)

5. Places officers in COMNAVPERSCOM and activities in the Washington, D.C. area including the White House, Office of the Secretary of Defense (OSD), OSD Field Activities, DOD Agencies, Joint Chiefs of Staff (JCS), SECNAV, OPNAV, BUPERS, and other Federal Executive Departments. (441)

6. Places officers in major staffs, such as joint staffs outside the Washington, D.C. area; North Atlantic Treaty Organization (NATO); and various large Navy staffs afloat and ashore (numbered Fleets), Military Assistance and Advisory Groups (MAAGS)/MISSIONS/Military Groups (MILGRPS), defense representatives, and Foreign Military Sales (FMS). Places officers in billets associated with the PEP and manages Foreign Area Officer Program. (442)

7. Places officers on the staffs and faculties of United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), service colleges and other training and education activities. Manages the Permanent Military Professor Program at USNA. (444)

8. Places officers in various support commands and activities such as naval air stations, naval stations, naval bases, Navy Recruiting Command, Military Entrance Processing Command (MEPCOM), Pay/Personnel Administration Support System (PASS), Naval Education and Training Command, and communication activities. (444)

9. Assigns active duty RL Engineering Duty Officers (14XX) to billets in both afloat and ashore commands. (445)

10. Assigns active duty RL Aeronautical Engineering and Aviation Maintenance Duty Officers (151X, 152X) to billets in both afloat and ashore commands. (446)

11. Develops policy and guidelines for the development of designated URL/RL/Staff Corps AP officers. Monitors the assignment of all AP community (URL and RL) to ensure compliance with guidance provided in the Officer Distribution and Transfer manuals as well as direction provided by the AP Standing Board. Coordinates for the Assistant Secretary of the Navy (Research, Development, and Acquisition) the distribution of DON quotas to the Program Management Course (PMC) and Acquisition Basics Course (ABC) at the Defense Systems Management College. (447)

12. Assigns RL Public Affairs Officers (165X) and places for activities under the Chief of Information (CHINFO). (448)

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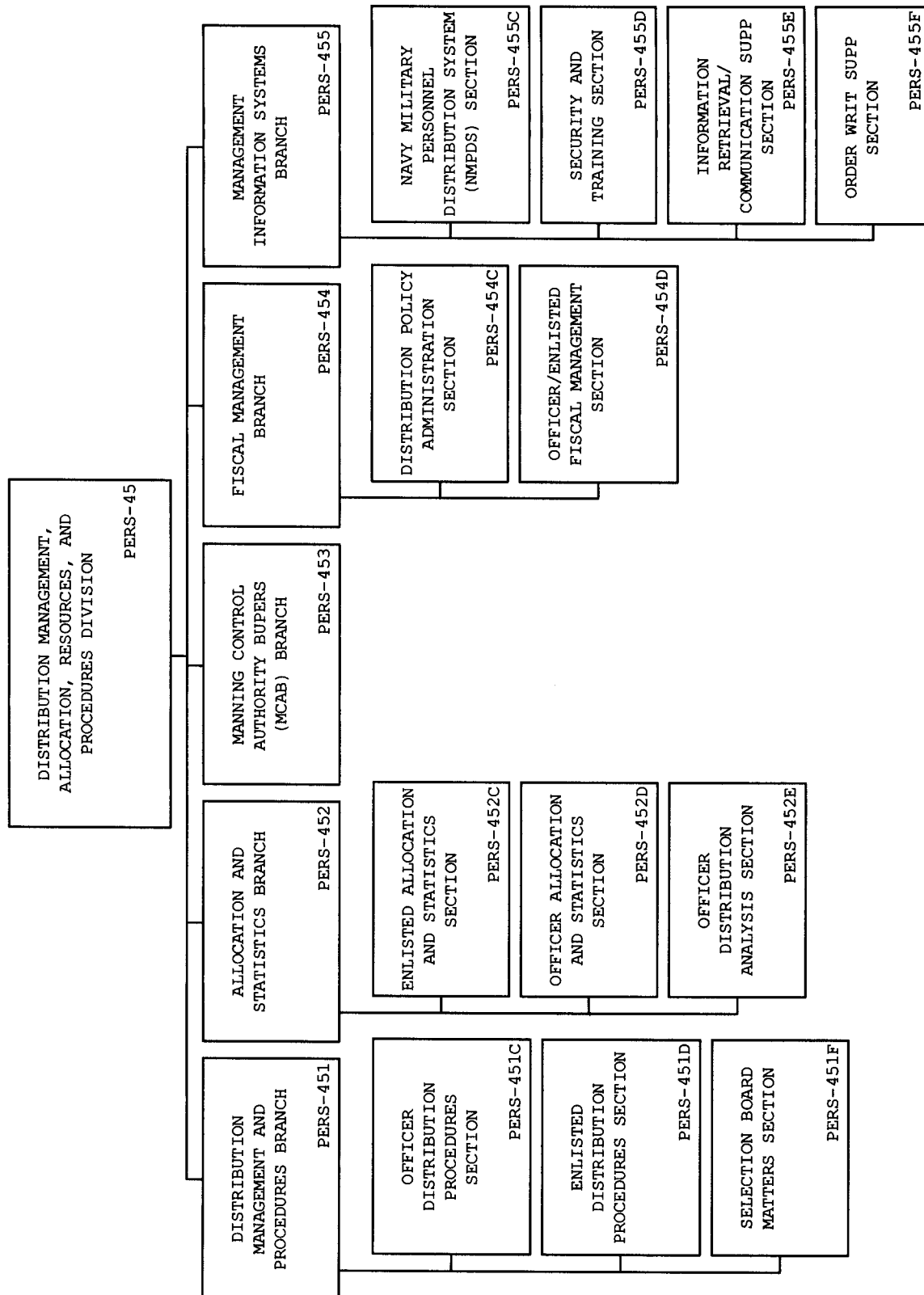
13. Assigns all RL Oceanography Officers (180X) and Meteorology/Oceanography (646X) LDOs. Places URL, RL, and LDO officers for the Naval Meteorology and Oceanography Command (NAVMETOCCOM) and subordinate activities, the National Imagery and Mapping Agency, and the Naval Observatory. Serves in an additional duty capacity to DCNO (M/P) (N131) as Oceanography Community Manager. (449)
14. Assigns RL Cryptology Officers (161X), Cryptology LDOs (644X), and Cryptologic Technician CWOs (744X). Places for Naval Security Group Command and subordinate activities and the National Security Agency/Central Security Service and Naval Technical Training Center, Corry Station, Pensacola, FL and cryptologic billets in other activities. (4410)
15. Assigns Intelligence Officers (163X), Intelligence LDOs (645X), and Intelligence Specialist CWOs (745X). Places for intelligence activities, and all Defense and Naval Attaches. (4411)
16. Assigns Supply Corps Officers (310X) below the grade of captain and places for activities under control of Naval Supply Systems Command (NAVSUPSYSCOM) and for Supply Corps billets in other activities and certain OSD/Joint Logistics activities. (4412)
17. Assigns Civil Engineer Corps (CEC) Officers (510X), CEC LDOs (653X), and CEC CWOs (753X). Places for activities under the control of the Naval Facilities Engineering Command and for CEC billets in other activities. Conducts screening boards for Captain Command, seabee Command, and Postgraduate School billets. Participates in community career policy development and implementation and provides career counseling and guidance. (4413)
18. Assigns and places Chaplain Corps Officers (410X) to Navy, Marine Corps and Coast Guard activities. (4414)
19. Assigns Medical Corps (210X), Dental Corps (220X), Medical Service Corps (230X), and Nurse Corps (290X) Officers and places officers in activities under the control of the Bureau of Medicine and Surgery (BUMED) and other activities with medical department billets. (4415)
20. Assigns officers of the Judge Advocate General's Corps (JAG) (250X) and LDO law officers (655X). In addition to assignment responsibilities, serves as placement for activities under the control of the Office of the Judge Advocate General (OJAG); Commander, Naval Legal Service Command (CNLSC); and Naval Civil Law Support Activity (NAVCIVLAWSUPPACT). (4416)

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21. Assigns and places TAR officers (XXX7) in the grade of captain and below for activities under the control of the Naval Reserve Force (NAVRESFOR) and Naval Air Reserve Force (NAVAIRRESFOR) and for TAR officers in other activities. (4417)

22. Assigns Fleet Support Officers (110X) to billets afloat and ashore. Conducts screening boards for Major Command and principal assignments at the commander and lieutenant commander level. Participates in community career policy development and implementation. Provides career counseling and guidance in addition to distribution functions. (4419)

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PERS-45
DISTRIBUTION MANAGEMENT, ALLOCATION,
RESOURCES, AND PROCEDURES DIVISION

Function

Serves as focal point between manpower, personnel, and training (MPT) planners and assignment personnel. Ensures distribution policy is functional and implemented within COMNAVPERSCOM. Administers officer and enlisted Permanent Change of Station (PCS) account. Formulates and implements PCS Military Personnel, Navy (MP,N) management procedures and coordinates PCS (MP,N)/Operation & Maintenance, Navy (O&M,N) planning. Acts as program manager for Enlisted Placement Management Center (EPMAC), New Orleans, LA. Acts as Functional Manager for Navy Military Personnel Distribution System (NMPDS) applications.

Tasks

1. Coordinates the structure of distributable communities; acts as the coordination officer in COMNAVPERSCOM for all matters pertaining to tracking of officers carrying Joint Specialty Additional Qualification Designation. Coordinates and monitors tracking of and Navy compliance with policy/changes to the Goldwater-Nichols Reorganization Act of 1986. (45J)
2. Interfaces with the Joint Staff (JS) on required reports. (45J)
3. Acts as the single source input of data into the Joint Duty Assignment and Management Information System. (45J)
4. Reviews all orders for JS-coded officers. (45J)
5. Reviews all officers ordered into Joint Duty Assignment List positions. (45J)
6. Assigns Additional Qualification Designation (AQD) to officers achieving Joint AQDs through tour completion both in Joint Duty Assignment Listing (JDAL) and through Joint Professional Military Education (JPME). (45J)
7. Monitors officer assignments following JPME (both Phase I and Phase II). (45J)
8. Sponsors and directs the Annual Joint Specialty Officer Selection Board. Prepares results for Secretary of Defense (SECDEF) approval. (45J)
9. Manages and assigns all Navy quotas at Armed Forces Staff College for JPME Phase II joint education. (45J)

10. Analyzes and provides technical assistance in the preparation of all joint waivers. (45J)

Distribution Management and Procedures Branch (PERS-451)

11. Monitors and recommends changes to officer and enlisted distribution policies and procedures to provide optimal assignment of personnel resources; develops plans, policies, and requirements for Navy's Overseas Screening Program. (451)

12. Maintains quality assurance team and ensures compliance with current distribution policies and procedures. (451C, 451D)

13. Analyzes detailer adherence to procedure requirements/exceptions, improper overseas screening cases, obligated service discrepancies, and identifies distribution problem areas. (451C, 451D)

14. Maintains quality assurance tracking of officer and enlisted detailer adherence to assignment waivers; ensures that waiver requests meet DOD requirements and provides tracking system for flag level waivers. (451C, 451D)

15. Monitors implementation of PERS-4 distribution procedures and conducts Flag Level Review investigations. (451, 451C)

16. Acts as coordinator between OPNAV and PERS-4 concerning officer and enlisted distribution policy formulation and implementation; and coordinates and updates distribution procedures and issue changes to Officer and Enlisted Transfer Manuals (OFFTRANSMAN and ENLTRANSMAN). (451C, 451D)

17. Coordinates changes and phases projected rotation dates (PRDs) to enlisted sea/shore rotation from phasing plan; reviews enlisted/officer type duty; determines/verifies sea/shore duty commencement dates and monitors Overseas Tour Extension Incentive Program. (451D)

18. Coordinates and monitors Navy's selection board system. (451F)

19. Acts as Navy point of contact and advises (in conjunction with board sponsors) CHNAVPERSCOM on statutory and administrative selection board matters. (451F)

20. Coordinates membership and issues orders for all Navy selection boards. (451F)

Allocation and Statistics Branch (PERS-452)

21. Advises and assists PERS-4 in the overall allocation of officer and enlisted personnel. Develops and analyzes projections of officer and enlisted distributable strength. Determines allocation of enlisted personnel required to maintain balance among communities, type duty and Fleets. Maintains statistical information in support of allocation management. Monitors rotation patterns. Acts as functional manager of operational ADP systems that support officer and enlisted distribution. Coordinates all issues that cross PERS-4 divisional lines in regards to Allocation, Navy Manning Plan for officers and Billet Fill Decision (BFD) process. Advises and assists PERS-4 in the establishment of manning levels and prioritization of personnel deficiencies for activities under the manning control of COMNAVPERSCOM. (452)
22. Recommends changes to allocation responsibility procedures and functional relationships. (452)
23. Reviews ADP procedures supporting enlisted distribution functions. (452)
24. Conducts training and briefings on allocation functions, procedures, and capabilities. (452)
25. Reviews, analyzes, and makes recommendations concerning the Officer and Enlisted Individuals Account. (452)
26. Controls the allocation of enlisted personnel to communities and composites considering policy constraints, objectives and available assets. Creates optimum allocations to achieve community balance, meet CNO priority manning objectives, and achieve balance among the Manning Control Authority (MCA). (452)
27. Advises PERS-45 of conflicts between distribution objectives and policy constraints on the allocation of personnel. (452)
28. Provides allocation plans to the Enlisted Assignment Division (PERS-40) for execution and incorporation in projections of strength. (452)
29. Reviews and directs execution of established enlisted allocation plans. Evaluates and approves exceptions to allocation plans. Analyzes and revises allocation plans to support directed special programs and policies. (452)
30. Analyzes the impact of enlisted reallocation decisions and provides allocation impact assessments on all proposals for preferential manning of special programs. (452)

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31. Serves as principal point of contact with MCAs on enlisted distribution matters in general and specifically on matters of aggregate composite manning. Compiles and analyzes data in composite level manning to resolve problems surfaced by the MCAs. Provides data to all sources on composite level manning of distributable communities. (452)
32. Prepares and delivers briefings to higher authority on the status of officer and enlisted distributable manning. (452)
33. Creates, develops, verifies, and administers projections of distributable strength for each enlisted community. (452)
34. Reviews and analyzes deviations of current distributable strength from planned inventory. (452)
35. Controls all manual adjustments used in projecting enlisted strength. (452)
36. Provides projected strength by community and composite to the MCAs. (452)
37. Assists PERS-45 in controlling the structure of distributable enlisted communities. Maintains and publishes the structure of distributable communities. Controls the hierarchy of distributable communities. Analyzes and coordinates action on all recommended changes to the structure of distributable communities and implements approved changes to the structure of distributable communities. (452)
38. Reviews rotation patterns within communities; controls incorporation of revised rotation patterns in distributable strength projections; reviews assignments for conformance to rotation patterns; and directs action to adjust rotation patterns to conform to current policy. (452)
39. Conducts special studies as required on enlisted manning and allocation issues. (452)
40. Analyzes total enlisted strength projections, backs out individuals account, and develops distributable strength projections for near term distribution. (452)
41. Incorporates priority manning decisions into enlisted distributable strength allocation. (452)
42. Maintains a complete history of strength by officer warfare community. (452)

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43. Develops officer allocation plan that meets CNO priority manning objectives and achieves equitable distribution of inventory through use of the Navy Manning Plan for officers. (452)
44. Develops unrestricted line (URL) goals for allocation to 1000/1050 billets. (452)
45. Monitors execution of the officer allocation plan. (452)
46. Analyzes officer strength changes from standpoint of billets and inventory and ensures that the allocation system responds to the changes. (452)
47. Acts as liaison for PERS-4 on all matters pertaining to the Officer Individuals Account. (452)
48. Conducts special studies and analyses of officer designator communities as well as activity manning status. (452)

Manning Control Authority BUPERS (MCAB) Branch (PERS-453)

49. Acts as MCA for BUPERS. Determines, directs, and manages the Navy Manning Plans (NMP) for activities under the manning control of BUPERS within the constraints of allocated resources. Monitors enlisted manning levels within the assigned composite. Recommends personnel policy and distribution actions necessary to maintain directed levels of manning. Provides comments and recommendations to CNO(N13) in connection with requests for CNO priority one/two manning and other manning considerations pertaining to specialized commands (e.g., recruiting, training, Washington, D.C. area, new construction). Adjudicates MCA priority three manning for activities under the manning control of BUPERS. (453)
50. Maintains liaison with Fleet MCAs, Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT); and Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) in matters pertaining to procedures for achieving manning goals and standardized ADP support for the manning functions. (453)
51. Establishes, manages, and directs priorities for filling personnel vacancies for activities under the manning control of BUPERS. (453)
52. Maintains liaison with the Enlisted Assignment Division (PERS-40) and EPMAC to ensure adherence to established priorities and manning goals for activities under the manning control of BUPERS. (453)

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53. Maintains liaison with the Allocation and Statistics Branch (PERS-452) and EPMAC to ensure allocation reflects direction from higher authority to man activities under the Manning Control Authority of BUPERS. (453)

54. Liaison with EPMAC to identify personnel from MCAB assets to fill emergent TAD requirements during national contingencies and other operations as directed by higher authority. (453)

Fiscal Management Branch (PERS-454)

55. Administers officer and enlisted PCS account. Formulates and implements PCS Military Personnel, Navy (MP,N) management procedures and coordinates PCS (MP,N)/(O&M,N) planning for PERS-4. Monitors TAD fund accounts in support of summer travel for students in the Law Education Program (LEP), invitational travel orders to overseas diplomacy courses of instruction, regional and national interviews for candidates as White House Fellow; Submarine Motivation; and Explosive Ordnance Disposal (EOD)/Underwater Demolition Team (UDT)/Sea Air and Land (SEAL) Programs. (454)

56. Conducts planning and execution of the following accounts: Officer and Enlisted PCS (MPN); Officer and Enlisted Per Diem (O&MN) less than 20 weeks training normally associated with PCS assignments; Officer and Enlisted Retention and Assignment Division Travel plus Directed Travel; temporary additional duty (TAD) funds associated with officer selection boards; and Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Major Shore Station Training. (454)

57. Provides advice and technical guidance in connection with the preparation, interpretation, and issuance of PCS, TAD, Release from Active Duty, Disability Separation, and certain other orders. (454)

58. Determines member per diem entitlement based on regulations established in Joint Federal Travel Regulations. (454)

59. Administers officer and enlisted TAD in excess of 6 months, foreign leave requests, and requests for exceptions to routine authorization of living allowances. (454C)

60. Processes all controversial officer travel and per diem claims received by COMNAVPERSCOM and issues/certifies copies of lost original orders. (454C)

61. Processes requests for special per diem and actual expense allowances to the Special Per Diem Committee. (454C)

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62. Acts as PCS Program Manager. Determines current and out year PCS readiness move requirements. Monitors and reviews policy, program, strength, organizational, etc., changes which may affect PCS readiness move requirements. (454D)

63. Serves as principal PERS-4 Program Objective Memorandum (POM) coordinator for formulation and timely submission of budget Operation Plans (OPLANS) for PCS and training of less than 20 weeks; and PCS/Temporary Duty Under Instruction (TEMDUINS) costing data input to Military Personnel Navy Financial System (MFS). (454D)

Management Information Systems Branch (PERS-455)

64. Advises and assists PERS-45 in all matters relating to NMPDS including financial management planning for Information Technology (IT); NMPDS application program management; security; training; order processing and archive support; and online information retrieval systems. (455)

65. Maintains a NMPDS Help Desk for officer and enlisted systems. (455C)

66. Participates in the Planning, Programming, and Budgeting System (PPBS) processes for information resources to support PERS-4. (455C)

67. Coordinates user acceptance testing when appropriate. (455C)

68. Makes final decisions on acceptance/non-acceptance of program changes to officer and enlisted distribution applications. (455C)

69. Produces one-time ADP information retrieval from personnel, billet, and activity files. (455C)

70. Maintains PERS-4's computer training programs. (455D)

71. Serves as curriculum manager for all PERS-4's computer-related training material. (455D)

72. Coordinates and conducts user training for computer systems; prepares/updates user manuals for computer systems. (455D)

73. Provides training, assistance, and support in the proper use of non-distribution departmental information systems for PERS-4. (455D)

74. Provides instruction to departmental information system personnel and end-user personnel in the access and use of corporate data systems. (455D)
75. Provides and maintains library of ADP training sources of outside vendors. (455D)
76. Assists in the processing of Request, Authorization, Agreement, Certification of Training and Reimbursement (DD 1556) for training courses. (455D)
77. Provides user access by adding, deleting, or modifying personnel security accounts in NMPDS. (455D)
78. Manages PERS-4's Security Programs. (455D)
79. Assists PERS-4 users in gaining access to external systems through appropriate liaison. (455D)
80. Enforces proper network security procedures. (455D)
81. Enforces proper personal computer (PC) security procedures. (455D)
82. Provides functional users the ability to retrieve external reports. (455D)
83. Conducts training for the correct preparation of officer and enlisted orders. (455D)
84. Provides user local area network (LAN) training. (455D)
85. Manages the BUPERS Access online information retrieval system. (455E)
86. Manages the Interactive Voice Response (IVR) telephonic information retrieval system. (455E)
87. Performs oversight of worldwide web (WWW) authoring and management services (Webmaster) for PERS-4. (455E)
88. Provides informational service and technical assistance to organizational customers. (455F)
89. Provides error research on data submitted by detailers to update records. (455F)
90. Maintains logs of order records, processes and distributes daily reports. (455F)

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91. Provides liaison to ensure proper and timely transmission of message orders. (455D)

92. Performs functional and administrative management of the NMPDS Order Production Module TEXT FILE and Message Management System order format file. (455F)

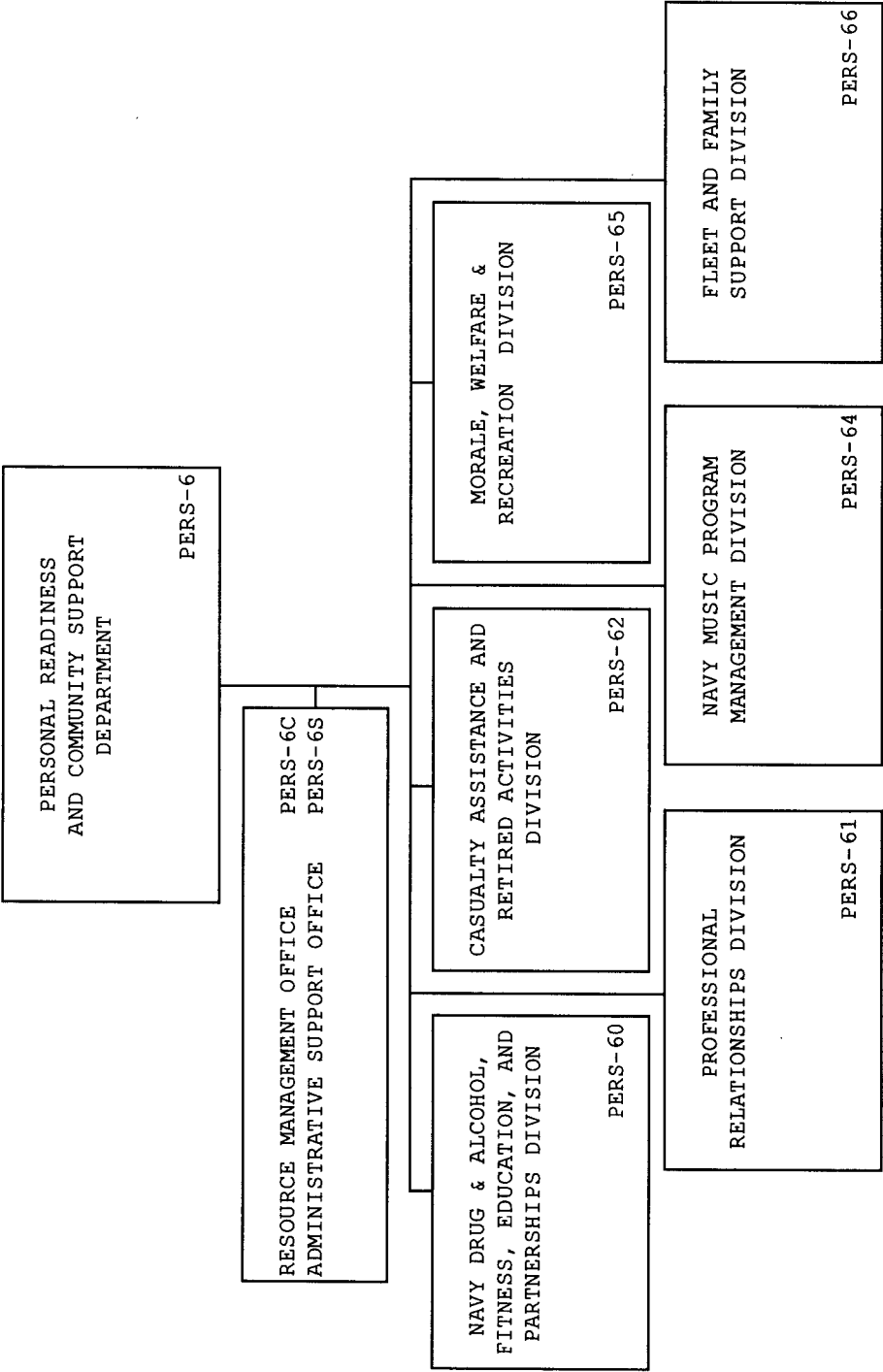
93. Serves as procedures contact for the preparation of all personnel orders. (455F)

94. Establishes requirements for correct order writing procedures. (455F)

95. Interprets and conducts a continual review of DOD directives, policy, reporting procedures, and precedents for revisions to PCS orders into the activity file. (455F)

96. Maintains and enters information associated with PCS orders into the activity file. (455F)

97. Reviews PCS orders for adherence to policy procedures. (455F)



PERS-6
PERSONAL READINESS AND COMMUNITY SUPPORT DEPARTMENT

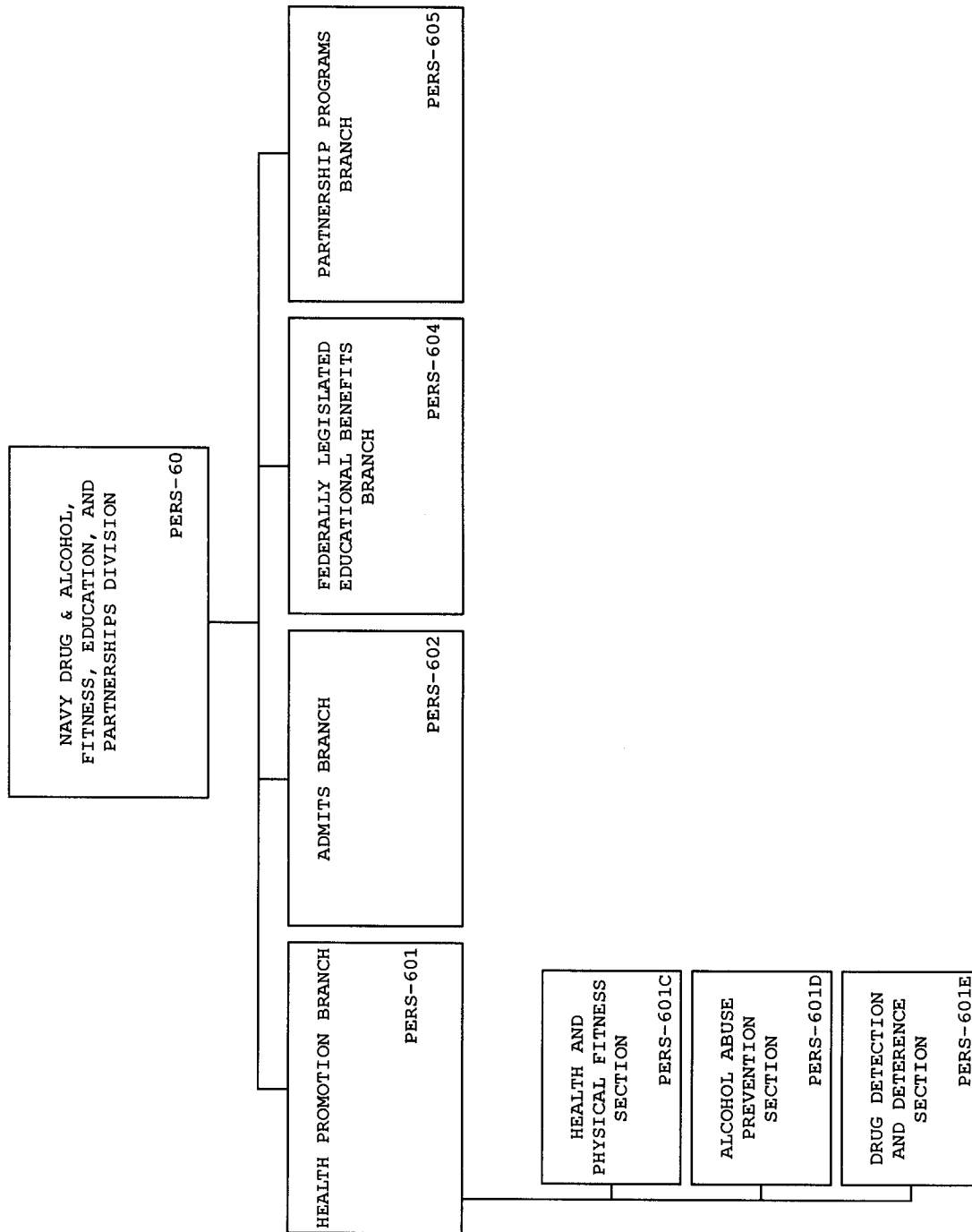
Function

Supports operational readiness, morale, and retention by providing customer focused information, services, guidance, and advice that promote the professional, physical, moral, and mental excellence of every Navy member and help meet personal, family, and community needs. Provides supervision for the centralized management of the Navy Music Program. ACNPC (PERS-6) serves as additional duty to the Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel (N1)) as N15.

Tasks

1. Provides ethical advice for all programs and policies within PERS-6. (6G)
2. Provides advice on matters of religion and pastoral care. (6G)
3. Reviews and researches all programs and policy initiatives for integration of core values, ethical and moral impact on Navy personnel and their families. (6G)
4. Oversees the development and execution of the financial and program plans set forth in the Future-Year Defense Program (FYDP), Program Objective Memoranda (POM), and various budgets. Coordinates budget, POM and program language inputs to the claimant, resource sponsor, Comptroller of the Navy (NAVCOMPT), House and Senate Armed Services and Appropriations Committees, and the Office of the Secretary of Defense. (6C)
5. Serves as the Contracting Officer's Representative (COR) and reviews all division requests to use private contractors for program design and development, training design and development, and program evaluation. Also serves as the COR on centrally managed personal and non-personal services labor contracts for PERS-6 programs. (6C)
6. Provides quality assurance and ensures continuity across the department in responding to inquiries from commands throughout the Navy, Department of Defense (DOD), and outside sources including congressional inquiries. (6C)

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PERS-60
NAVY DRUG AND ALCOHOL, FITNESS, EDUCATION,
AND PARTNERSHIPS DIVISION

Function

Supports Navy readiness and retention by providing programs that enhance the personal excellence of Navy members. Programs and services focus upon health and physical fitness, prevention and detection of alcohol and other drug abuse, educational benefits, and Navy/community partnerships.

Tasks

1. Develops plans, reviews fiscal matters and program decisions, and provides policy for all quality of life issues concerning drugs, alcohol, fitness, education, and partnership programs. (60)
2. Initiates and monitors appropriate allocation of resources in support of health and physical fitness, prevention and detection of alcohol and other drug abuse, educational benefits, and Navy/community partnerships programs. (60)
3. Provides interface with Navy Public Affairs Offices. (60)
4. Manages the development, maintenance, and quality assurance of the Navy-wide Alcohol and Drug Management Information Tracking System (ADMITS). Operates as the sole source for the receipt and dissemination of ADMITS data to the Fleet, DOD, and other government agencies. (60)
5. Develops Navy-wide program policy on tobacco use, prevention, and cessation. (601)
6. Serves as Navy member on the Montgomery GI Bill (MGIB) Working Group for Active Duty/Reserves. (604)
7. Programs, documents, operates, and maintains Navy's Alcohol and Drug Management Information System. (602)
8. Receives, validates, and commits to storage reports from the field concerning drug and alcohol abuse incidents, screening, treatment, and training. (602)
9. Disseminates information and statistics in support of Navy drug and alcohol abuse programs. (602)
10. Provides data to other DOD and Navy decision support systems. (602)

11. Provides information to Navy Childcare Centers concerning prospective employees. (602)
12. Provides technical support to field activities for installation and operation of the Field ADMITS System. (602)
13. Develops, conducts, and evaluates the effectiveness of each program from data gathered to determine trends and recommendations. (601/602/604/605)
14. Maintains liaison with professional organizations, DOD, DON, and federal civilian agencies to share information and to inform Navy program managers of the latest policies, programs, and possible impact from new initiatives. (601/602/604/605)
15. Prepares documentation necessary to initiate health and physical fitness evaluation and research projects by the Naval Health Research Center or other research facilities. (601)
16. Establishes training data and locations for the Command Fitness Leader (CFL) and provides administrative and material support, as required. (601)
17. Provides training to Fleet CFLs for administering the CFL training program; creates a travel plan for CFL program instructors. (601)
18. Liaisons with the Distribution Department (PERS-4) and Personnel Progression, Performance & Security Department (PERS-8) concerning the administration of Navy's policy regarding disposition of personnel who do not meet the Health and Physical Readiness Program standards. (601)
19. Develops physical fitness program support materials for inclusion in General Military Training (GMT). (601)
20. Establishes effective lines of communication between line, medical, and supply communities to ensure that identified members receive professional treatment within the Command-directed Physical Conditioning Program. (601)
21. Develops Navy-wide program policy on physical fitness, nutrition education, body fat control, and stress management. (601)
22. Coordinates the implementation of naval health promotion training with Total Force Training and Education Policy Division (N11) and Chief of Naval Education and Training (CNET). (601)

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23. Provides guidance to Navy activities regarding implementation of health promotion program policy and plans. (601)
24. Investigates high profile or unusual suicide casualties. (601)
25. Develops and refines Navy Suicide Prevention and Stress Management training resources based on current research. (601)
26. Develops and refines suicide surveillance programs and maintains historic suicide database. (601)
27. Directs the operations of the COMNAVPERSCOM Detachment, Drug and Alcohol Program Management Activities (COMNAVPERSCOM DET DAPMA) in Norfolk and San Diego. (601D)
28. Monitors developments in professional fields related to alcohol and other drug abuse prevention and treatment to keep Navy program managers informed of latest advancements. (601D)
29. Coordinates with CNET to assure appropriate drug and alcohol training is in the accession pipeline curricula. (601D)
30. Directs, approves, and monitors command level Drug and Alcohol Prevention Education programs. These include alcohol-AWARE, three ADAMS courses, PREVENT, and DAPA course. Manages ADAMS certification programs for mobile training teams and command collateral duty ADAMS course facilitators. (601D)
31. Develops Navy-wide campaigns to combat drug and alcohol abuse. (601D)
32. Collects, analyzes, and reports alcohol and other drug data. (601D)
33. Assesses program needs and effectiveness through inspections and assist visits of Navy commands. (601D, 601E)
34. Monitors and evaluates the effectiveness of orientation presentations for recruits concerning MGIB benefits. (604)
35. Manages federally legislated educational benefit programs in the Navy. (604)
36. Establishes appropriate tracking systems with the Business Operations Department (PERS-3), Defense Manpower Data Center, Department of Veterans' Affairs, and other offices to ensure program accountability for federally established education programs. (604)

37. Advises the Fleet (Navy Counselors, personnel support detachment personnel, and Command Career Counselors) on all matters pertaining to federally legislated benefits. (604)
38. Develops policy on Navy's Community Service. (605)
39. Develops information, marketing, and media packages to elicit the fullest voluntary participation possible from all Navy personnel in the establishment of Community Services and Personal Excellence Partnership with local schools and communities. (605)
40. Provides training for geographic regional community service coordinators and Fleet command volunteer coordinators to lead command community service initiatives. (605)
41. Collaborates with activities of non-profit organizations involved in youth excellence efforts. (605)
42. Liaisons with Community Service Flagship Sponsors concerning Navy involvement in volunteer initiatives in schools and communities. (605)
43. Produces quarterly "*Community Service News*" newsletter to share success stories and resources and provide information on policy and procedures in support of community service and school partnerships. (605)

PERS-61
PROFESSIONAL RELATIONSHIPS DIVISION

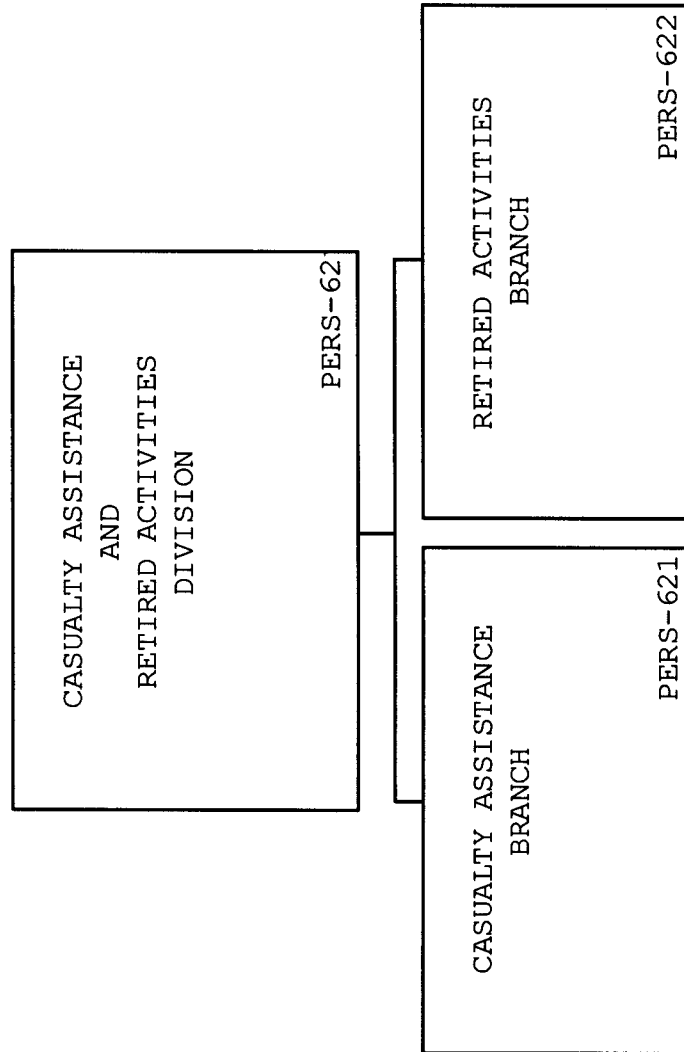
Function

Promotes good order and discipline throughout the Fleet by establishing, maintaining and tracking programs for the prevention of discrimination, sexual harassment, fraternization and hazing. Develops policy for Navy's Equal Opportunity Program, with an emphasis on command managed equal opportunity.

Tasks

1. Directs implementation and evaluates effectiveness of Navy's Equal Opportunity (EO) programs and policies. (61)
2. Acts as subject matter expert to the Defense Advisory Committee on Women in the Services (DACOWITS) on issues involving equal opportunity, sexual harassment, fraternization and hazing. (61)
3. Coordinates with Chief of Naval Education and Training (CNET) regarding all equal opportunity, sexual harassment, fraternization and hazing issues. (61)
4. Coordinates liaison and training requirements with the Defense Equal Opportunity Management Institute (DEOMI) on all Navy matters. (61)
5. Responsible for program management of Navy Enlisted Classification (NEC) 9515 Equal Opportunity Assistants (EOA). (612)
6. Maintains OPNAVINST 5354.1 series (Navy Equal Opportunity Manual). (612)
7. Coordinates the administration of the Navy Equal Opportunity/ Sexual Harassment (NEOSH) survey with Navy Personnel Research, Studies, and Technology Department (PERS-1). (612)
8. Responsible for program management of the Command Managed Equal Opportunity (CMEO) Program. (612)
9. Implements the Department of the Navy EO/Sexual Harassment Advice Line. (613)

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PERS-62
CASUALTY ASSISTANCE AND RETIRED ACTIVITIES DIVISION

Function

Ensures quality casualty assistance is provided to Navy families and next of kin when a servicemember has been reported seriously ill/injured, duty status whereabouts unknown, missing, Prisoner of War, or deceased. Provides timely, compassionate, and caring assistance to families. Develops policy, programs, and procedures for all aspects of casualty support for both active duty and retired personnel, providing information, liaison support, and direct services to commands and next of kin. Provides direct support to the Flag Officer Casualty Action Board (FOCAB). Acts as coordinating point of contact for all Navy retired personnel issues, developing policy and implementing Navy's Retired Activities Program, Survivor Benefit Plan (SBP), and Retired Casualty Assistance Program.

Tasks

1. Manages the Defense Casualty Information Process System (DCIPS) for the Department of the Navy (DON), utilized by the Bureau of Medicine and Surgery (BUMED) and Headquarters Marine Corps. (62)
2. Refers those casualty cases needing high-level attention to FOCAB for review/action. (62/621)
3. Serves as the Executive Assistant to the FOCAB. (621)
4. Acts as the SECNAV designee to administer the Missing Persons Act (37 U.S.C. 551-558). (621)
5. Acts as advisor regarding search and recovering of missing members and their status. (621)
6. Acts as Navy point of contact and advises COMNAVPERSCOM on prisoner of war/missing in action (POW/MIA) matters. (621)
7. Sponsors National POW/MIA ceremonies at National Capitol Building. (621)
8. Maintains a current listing of addresses for the next of kin (NOK) of members who died during the Vietnam era conflict and whose remains were not recovered. (621)
9. Coordinates and maintains liaison on casualty matters with DOD; Departments of the Army and Air Force; Marine Corps; and other federal, state, and private agencies. (621)

10. Acts as Navy's coordinator for the DOD Central Casualty Data Repository, and maintains Navy Casualty Data Repository. (621)
11. Proactively monitors all casualty assistance efforts Navy-wide to ensure quality support is provided to all NOK. (621)
12. Serves as Navy's representative to the Military Liaison Committee of the International Claim Association. (621)
13. Represents DON and DOD/Joint Service Committees on Casualty Assistance. (621)
14. Identifies potential systemic problems in casualty assistance and refers them to the FOCAB. (621)
15. Acts as liaison for Emergency Coordination Center (ECC) operations with SECNAV, CNO, and other Services. (621)
16. Coordinates preparation of appropriate directives and informational material for casualty-related matters. (621)
17. Provides technical direction for and coordinates the Navy casualty notification system; manages the Navy Casualty Assistance Calls/Funeral Honors Support Program. (621)
18. Manages travel program and issues invitational travel orders for NOK to attend funeral of active duty servicemembers per Public Law 99-145. (621)
19. Prepares invitational travel orders for family members to travel at government expense overseas when presence of NOK is medically warranted in the case of seriously ill members. (621)
20. Manages travel program for escort of dependents, when required, subsequent to death of servicemember. (621)
21. Prepares BUPERSINST 1770.3, Casualty Assistance Calls Program (CACP) Manual. (621)
22. Prepares, issues, and distributes DD 1300, Report of Casualty, on active duty members and recently released from active duty members. (621)
23. Determines entitlement to Navy benefits and maintains liaison for certain Department of Veterans Affairs (VA) survivor benefits; provides beneficiary information for settlement of claims; determines beneficiary for personal effects of deceased; determines entitlement to burial in National cemeteries and appropriateness of funeral honors. (621)

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24. Develops and implements Navy-wide procedures for management of the Servicemembers Group Life Insurance (SGLI) program. (621)
25. Coordinates SGLI/Veterans Group Life Insurance (VGLI) program management and policy with the office of SGLI within the VA. (621)
26. Determines and implements appropriate activation of the Emergency Coordination Center (ECC). Drills the ECC operation, ADP support and command interfaces. Ensures procedures are in place to activate the ECC when required. (621)
27. Plans and executes ECC operations, on a 24-hour basis, in the event of a major naval incident involving a large number of casualties. (621)
28. Prepares advisory opinions on Board for Correction of Naval Records (BCNR) cases. (621/622)
29. Acts as secretariat for SECNAV's Retiree Council, soliciting nominations, selecting top candidates, preparing recall orders and travel documents, coordinating Navy positions or recommendations, monitoring action on SECNAV positions. (622)
30. Acts as the Navy liaison to Concerned Americans for Military Improvements (CAMI). (622)
31. Serves as Navy point of contact for retired activities. (622)
32. Administers the Survivor Benefit Plan (SBP) and acts on administrative error correction requests. (622)
33. Coordinates Navy participation in the Retired Servicemen's Family Protection Plan (RSFPP) and SBP. (622)
34. Prepares and distributes Retired Survivors' Guide. (622)
35. Coordinates the scheduling of annual Retired Personnel Seminars. (622)
36. Administers and supports Retired Activities Offices at Navy installations. (622)
37. Provides casualty assistance to survivors of retirees, including counseling on Navy and other government agency benefits. (622)
38. Serves as Navy representative on the DOD Joint Services Survivor Benefit Plan Committee. (622)

39. Drafts Navy's position on legislative proposals affecting retiree benefits. (622)
40. Monitors and contributes to PERS-62 policy input to numerous DOD and Navy instructions and directives. Researches and drafts instructions and their revisions to comply with public laws and DON directives. (622)
41. Develops training program material for Command Career Counselors and Retired Activity Officers on SBP and counseling literature for their use in individual counseling. (622)
42. Processes the cases of individuals determined to be medically incompetent by appropriate authority and who are incapable of making an informed election on SBP in the time limitation prescribed by law. (622)
43. Administers and provides expertise on "ANNUITIES FOR CERTAIN MILITARY SURVIVING SPOUSES" (ACMSS) program, processing applications and assisting survivors of retirees with eligibility criteria. (622)

PERS-64
NAVY MUSIC PROGRAM MANAGEMENT DIVISION

Function

Implements and monitors procedures, and performs all actions required for the centralized-management of the Navy Music Program. Assigns and distributes personnel, equipment, and funding necessary in the operation of the special-duty premier band (U.S. Naval Academy Band), Fleet/area bands, support unit and headquarters office. Sets policy relative to the scope, duties and responsibilities of bandmasters, and the performance and operation of their activities Fleet-wide. Advises COMNAVPERSCOM on matters relating to music and Navy bands and coordinates the accession of Musician (MU) applicants with Commander, Navy Recruiting Command (COMNAVCRUITCOM).

Tasks

1. Serves as the MU Rating Assignment Officer.
2. Prepares/submits documents required to effect personnel assignment actions.
3. Processes/coordinates all enlisted personnel actions to include transfers, retirements, requests for advanced training, and distribution; processes Enlisted Personnel Action Requests (NAVPERS 1306/7); and maintain enlisted data files to include personal history and duty preference (NAVPERS 1306/63) submissions.
4. Coordinates in-service accessions to MU rating and the recruitment/enlistment/reenlistment of applicants with Navy recruiters.
5. Conducts biennial site-visits to monitor the operation and performance of music program activities Fleet-wide, and provides technical assistance as required.
6. Develops program policies and coordinates advancement and training throughput plans with Enlisted Community Manager (ECM).
7. Produces, edits and publishes the quarterly community-wide news magazine *Program Notes*.
8. Budgets and provides for the equipment and accessory needs of Fleet activities to include identification of new/replacement items, procurement, shipping/receiving, and inventory maintenance and accountability.

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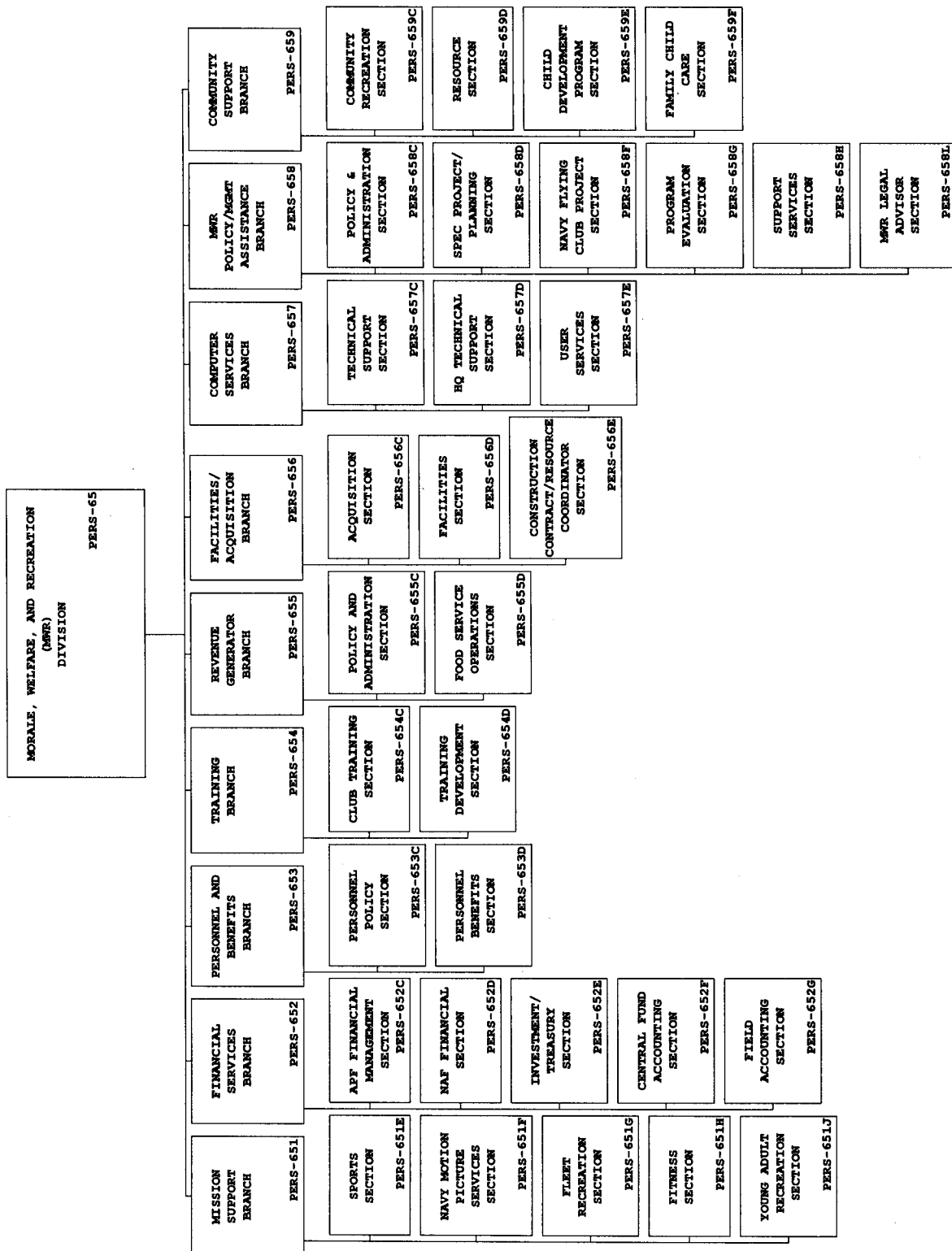
9. Produces, schedules, and hosts a COMNAVPERSCOM-directed biennial Bandmaster Training Conference.
10. Develops, funds and maintains Interservice Support Agreements (ISSAs) with host-commands.
11. Processes annual budget calls from Fleet activities. Formulates, prepares and issues annual and quarterly OPTAR funding authorizations Fleet-wide via NAVCOMPT 2275, and directs funding cite. Processes incoming financial documents for submission to Naval Regional Finance Center.
12. Maintains liaison with music performance/education societies, associations, publishers, and all Armed Forces Music Programs and organizations.
13. Provides assistance to COMNAVCRUITCOM regarding utilization of Navy bands in support of Navy Recruiting mission & goals.
14. Drafts and publishes instructions, notes, and correspondence regarding Navy Music Program matters.
15. Represents Navy and the Navy Music Program at national music conferences/events. Distributes information regarding MU and general Navy enlistments, and serves as a Navy presence for public awareness and recruiting.
16. Receives and processes Bandmasters' Reports of Fitness for concurrent CHNAVPERSCOM signature.
17. Coordinates assignment and placement of Navy Bandmasters (643X) with PERS-414.
18. Coordinates application and selection process for the Navy Bandmaster Postgraduate School Program; processes applications and recommends selectees to PERS-6 for biennial quotas; and identifies, selects, and maintains liaison with participating civilian institutions.
19. Negotiates, establishes and monitors annual Navy Music Program vehicle lease/rental contracts with Naval Facilities Engineering Command (NAVFACENGCOM) and local Public Works Centers (PWC); maintains ongoing review to ensure safe, effective, and economic use of lease/rental vehicles.
20. Processes monthly activity input and compiles annual, program-wide Band Engagement Report.
21. Maintains liaison with CNET and the School of Music regarding student throughput and training requirements for the MU

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rating. Provides technical assistance in developing training plans, as required.

22. Maintains liaison with U.S. Navy Band, Washington, DC regarding processing of applicants selected for assignment; provides technical assistance as requested.

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PERS-65
MORALE, WELFARE AND RECREATION DIVISIONFunction

Serves as the program manager for Navy's Morale, Welfare, and Recreation (MWR) Program with the objective of responsive and efficient accommodation of the interests of Navy members and their families. Functions as Program Manager of nonappropriated fund instrumentalities (NAFIs) supporting civilian employees of the Navy. Provides guidance and direction for the operation and administration of MWR shore and afloat facilities, which includes recreation, athletic, child care, and youth programs, club and food service activities, slot machine operations, and Navy Flying Clubs, as well as supervision and monitoring of operations conducted and programs provided by local commands. Administers MWR Awards Programs. Manages the Navy Sports Program. Functions as program sponsor and coordinator for all MWR matters within Navy, including nonappropriated fund (NAF) resource allocation for Navy's overall MWR program on behalf of Commander, Navy Personnel Command (COMNAVPERSCOM). Assists in the implementation of a planned program for the construction and renovation of MWR facilities Navy-wide. Administers centrally-managed Other Procurement, Navy (OP,N), Operations and Maintenance, Navy (O&M,N), and MWR equipment procurement programs; supports Chief of Naval Operations (N46) in their efforts to provide appropriated fund resource sponsorship for all MWR programs. Responsible for procurement and distribution of entertainment films within the Navy. Serves as Program Manager for the Naval Joint Services Facility, the New Sanno. Provides centrally-managed administrative services common to all MWR activities, e.g., financial management and automated data processing (ADP) systems, NAF employee insurance/benefits, MWR training, on-site MWR field assistance, and research and development of new MWR programs/concepts. Establishes risk management and insurance programs. Provides assistance on NAF personnel policy, employee benefits, insurance and safety. Provides ADP services and assistance to local MWR activities.

Tasks

1. Maintains liaison on a continuing basis with appropriate staff levels of cognizant program managers and Echelon II commanders having responsibilities for MWR operations. (65)

2. Coordinates the development and promulgation of policy relative to personnel support and resource allocation aspects of MWR programs within Navy. (65)
3. Determines requirements for realignment of NAF resources among respective MWR programs to ensure the overall most effective accommodation of the interests of the Navy community. (65)
4. Reviews and monitors programs, NAF financial plans, and projections of MWR program elements. (65)
5. Functions as program manager for the Naval Joint Services Facility, the New Sanno, Tokyo, Japan; coordinates policy, technical guidance, and oversight for overall operations. (65)
6. Serves as Navy's MWR NAF Contracting Officer. (65)
7. Plans, directs, and monitors performance of fiscal oversight reviews of NAFIs that support MWR Fund activities for compliance with DOD and Navy policies; fraud, waste, and abuse detection and prevention; and cost savings/monetary benefits. (65E)
8. Provides technical direction for field command reviews of NAFI activities and assistance with MWR Fund disestablishment, regional consolidations, and Base Realignment and Closure (BRAC) reviews. (65E)
9. Coordinates the planning, conduct, and follow-up for the Certified Public Accountant (CPA) firm's annual audits of the MWR Program's financial statements, internal control reviews, and site visit inspections. (65E)
10. Conducts quality assessment appraisals of fiscal oversight and audit work performed by PERS-65E and CPA audit staff. (65E)
11. Arranges and supervises the conduct of PERS-65 headquarters reviews of vulnerable areas and serves as program liaison with DOD and CHNAVPERSCOM organizations on management control programs. (65E)
12. Works with PERS-65 component branches and Echelon II major claimants to resolve field non-compliance with reported policy

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requirements, developing and maintaining local fiscal oversight, audit training, and audit follow-up matters. (65E)

13. Develops, executes, and monitors the consistent application of basic policies within Navy for the competitive sourcing and privatization of MWR activities. (65FF)

14. Serves as the primary liaison with the other Services of DOD to review and coordinate MWR policy issues relating to competitive sourcing and privatization of MWR functions. (65FF)

15. Serves as a qualified consultant to flag officers, base commanders, commanding officers, senior staff officers, and MWR directors on the implementation of policies of a competitive sourcing or privatization nature that affect MWR programs. (65FF)

16. Assists field activities with interpretation and execution of A-76 studies for MWR functions. Collects, records, and analyzes worldwide data relative to A-76 studies of MWR functions. (65FF2)

17. Identifies and develops mid- and long-term initiatives, as well as quick hitter initiatives to meet specific single Sailor needs in the Fleet. (65GG)

18. Assists in gathering data from the customers (Sailors) on single Sailor needs and requirements in the Fleet to provide MWR managers feedback on program successes and future challenges. (65GG)

19. Assists MWR professionals in the development of policies, procedures, and strategies for supporting single Sailor programs and events. (65GG)

20. Provides information to the Fleet through site visits, conferences, and use of the media on single Sailor events, initiatives, and activities. (65GG)

21. Monitors the consistent application of procedures established for the administration of Category A mission support; e.g., sports, fitness, and Fleet recreation programs within Navy. (651)

22. Initiates, coordinates, and administers all changes/revisions to the recreation instructions and other recreation policy directives pertaining to Category A activities; provides interpretation of existing policies/provisions of directives and coordinates the granting of exceptions; and conducts mission-essential training workshops/seminars. (651)

23. Develops and issues approved procedures and techniques for the planning, implementation, operation, and promotion of Category A programs within Navy (afloat and ashore). Maintains liaison with the various government and civilian agencies necessary for the effective management of these programs. Provides assistance to local and intermediate levels of command, as requested, concerning specifically identified problem areas to improve management of recreation programs. Reviews command responses to evaluations of local operations conducted by field management review teams for the purpose of initiating follow-up or corrective action. (651)

24. Conducts studies concerning the administration and operation of Category A programs and facilities through on-site management assistance visits. Provides interim management assistance, conducts inspector general (IG) inspections, and provides special field assistance as needed. (651)

25. Acts as program administrator for COMNAVPERSCOM for OP,N, O&M,N, and NAF made available to COMNAVPERSCOM, and 10 U.S.C. 717 funds in support of the international sports program. (651)

26. Develops Navy policy and provides technical guidance for the Fleet Recreation Program worldwide. Coordinates elements of the Navy Recreation Program oriented toward shipboard application and afloat unit liaison with shore activities. (651)

27. Manages the Navy MWR Holiday and Fleet Awards Program. (651G)

28. Administers Navy-wide sports programs, including Navy participation in inter-Service and outside recreation, sports events, and international level sports competitions. (651E)

29. Provides consulting services for shipboard recreation programs; conducts studies concerning the administration of

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Fleet recreation programs through an on-site management assistance visit. (651G)

30. Manages the Recreation Intern Program, primarily in support of overseas activities. (651T)

31. Serves as technical assistant to Navy's Health and Physical Readiness Program. (651H)

32. Serves as the Fleet Recreation Master Course Manager by training Fleet Field Course managers and consulting on curriculum design. (651T)

33. Provides technical support and guidance to the field on fitness programs and initiatives. (651H)

34. Serves as program manager for Navy's Entertainment Film Program. (651F)

35. Responsible for the screening, procurement decisions, and distribution of all entertainment films and videotapes to ashore and afloat sites for Navy, Marine Corps, Coast Guard, National Oceanographic Atmospheric Administration, Military Sealift Command Ships, and State Department. (651F)

36. Provides or arranges technical support and guidance to the field on managing successful theater operations, showing films, and maintaining projection equipment. (651F)

37. Serves as Operation Manager of Navy's Right Start Program. (651)

38. Implements fiscal policy consistent with Comptroller of the Navy (NAVCOMPT) regulations governing the management of MWR Appropriated Fund, both centrally and in the field. (652)

39. Develops NAF financial management guidance and procedures for Navy MWR activities, both centrally and in the field. (652)

40. Participation, management, and oversight of MWR NAF Pension Fund. (652)

41. Sponsors APF support initiatives for Navy MWR programs and prepares justification for defense of such initiatives and

related requirements through the Program Objective Memorandum (POM) and budget process. (652C)

42. Manages appropriated funds provided centrally in support of Navy MWR and Child Development programs both at headquarters and the field. (652C)

43. Functions as program administrator for O&M,N funds made available to COMNAVPERSCOM in support of Navy-wide MWR and child development equipment requirements. (652C)

44. Monitors the management of financial resources (both APF and NAF) in the MWR system to ensure efficient fiscal management and compliance with regulations through analyses of system and field activity APF and NAF budgets and review of financial statements and APF execution. (652C/D)

45. Manages PERS-65 NAF Return on Investment (ROI) Capital Program. (652D)

46. Identifies financing options and recommends the appropriate option to exercise financial assistance in support of MWR activities based on financial analyses of activity/claimant NAF. Recommends approval/disapproval of NAF financial assistance from central funds in support of MWR activities. (652D)

47. Establishes, operates, and maintains technical control of worldwide centralized NAF budgeting system. (652D)

48. Develops operating requirements for NAF financial management information systems to permit effective fiscal control of MWR activities. (652D/F/G)

49. Develops long-range NAF financial plans for field financial results and coordinates with PERS-652F as to impact on central fund needs. (652D)

50. Manages centralized investment of MWR NAF. (652E)

51. Manages local and central banking systems. (652E)

52. Manages and participates in day-to-day MWR NAF Pension Plan matters. (652E)

53. Exercises total fiscal management of NAF available centrally for support of MWR, and formulates/executes the central NAF budget responsible for central NAF accounting (business affairs). (652F)
54. Develops long-range central fund financial plan and makes recommendations as to appropriate level of central fund programming, obligation, and expenditure. (652F)
55. Establishes, operates, and maintains technical control and support of worldwide centralized NAF accounting, payroll, and banking systems. (652G)
56. Provides NAF accounting theory assistance and recommended accounting procedures. (652G)
57. Provides changes/updates and technical assistance for Recreation and Mess Central Accounting System, Base Level Accounting System, Automated Data Processing Managistics, and timekeeping systems. Control system changes through testing and correction of systematic problems. Provide general ledger account analysis for funds, other finance departments, and internal/external auditors. (652G)
58. Incorporates new technology and system enhancements to streamline workflow and improve overall flow of financial data. (652G)
59. Participates in DOD and DON NAF personnel policy formulation on behalf of COMNAVPERSCOM. (653)
60. Provides technical assistance and guidance to local commands on all areas of NAF personnel administration in NAFI activities to include conversions, and provides advice on APF personnel rules as they relate to MWR and portability issues. Provides liaison with APF personnel offices on issues relating to MWR APF employees and on portability and interchange issues. (653)
61. Prepares final appellate decisions for PERS-65 signature on COMNAVPERSCOM NAF employee appeals and grievances. (653)

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62. Classifies management level NAF positions (NF-05 and above) in MWR activities. Classifies other positions for the field as requested. (653)

63. Provides technical assistance on labor management relations matters for MWR activities (NAF employees) and on negotiated agreements between NAF activities and unions. (653C)

64. Develops procedures, and implements and monitors personnel administration for NAF employees in Navy including wage and salary administration, position classification, employment practices, recruitment procedures, training and career development programs, employee management relations, equal employment opportunity and affirmative action plans, and other personnel-related functions. (653C)

65. Administers headquarters NAF personnel program. (653D)

66. Monitors and maintains Personnel Action Reporting System and database. (653D)

67. Maintains and provides technical guidance on MWR career development and referral programs. (653D)

68. Maintains MWR Job Opportunity Bulletin and provides other requested recruitment assistance. (653D)

69. Designs, develops, implements, administers, and communicates MWR NAF employee benefit programs, i.e., Group Life Insurance, Comprehensive Medical Insurance, Disability Income, 401(K), and Retirement Program. (653E)

70. Designs, develops, implements, and administers training programs for MWR employees worldwide. (654)

71. Develops and delivers a training program for local command internal review groups on MWR control systems. (654)

72. Designs and delivers Navy-wide MWR meetings and conferences. (654)

73. Coordinates Navy-wide MWR customer service program including surveys and training programs. (654)

74. Provides general supervision, technical assistance, and administrative guidance for operation of Category "C" business activities (e.g., Navy food, beverage, and entertainment activities, etc.). (655)

75. Initiates, coordinates, and administers changes/revisions to the "Regulations, Policies, and Procedures for Navy Food, Beverage, and Entertainment Operations" instruction and other directives applicable to the operation of all MWR Category "C" business activities and Category "B" bowling centers; provides interpretation of existing directives/provisions; and coordinates the granting of exceptions. (655)

76. Develops and promulgates approved procedures and techniques for strategic planning, implementing business management practices, establishing and operating customer-driven programs, and promoting MWR Category "C" business activities within Navy. (655C)

77. Develops goals and operating and financial standards of performance for MWR Category "C" business activities (e.g., food, beverage, golf, bowling, etc.) and monitors compliance. (655)

78. Assists in the development and monitoring of a planned Navy MWR NAF capitalization program for construction and improvement of business activities (e.g., food, beverage, entertainment, golf, and bowling operations) throughout Navy. (655C/655F)

79. Coordinates the upgrading of MWR Category "C" business activities to Navy standards in order to improve the quality of operations and services through Program Objective Memoranda (POM) submissions for authorized APF to support procurement of equipment and construction/repair projects. (655C/655F)

80. Acts as program manager for COMNAVPERSCOM and conducts technical assist visits for all MWR Category "C" business activities (e.g., golf, bowling, marinas, bingo, etc.). (655C)

81. Provides administrative and technical guidance on alcoholic beverages and tobacco smoking, and develops and promulgates regulations governing the possession, sale, and consumption of alcoholic beverages and tobacco smoking within military installations under naval jurisdiction. (655)

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82. Develops and promulgates guidance and procedures for the purchase, ownership, operation, control, and audit of gaming devices (slot machines) and amusement machines. (655C)

83. Develops and promulgates approved guidance regarding entertainment and advertising standards in MWR Category "C" business activities to be consistent with Navy goals of promoting equality, personal dignity, and integrity. (655F)

84. Provides administrative and technical guidance in support of PERS-654 for professional development and training courses relating to MWR Category "C" business activities (e.g., food, beverage, and entertainment operations). (655/655C/655F)

85. Conducts business activities seminars/workshops. Administers the Business Activities Internship Program. (655/655C/655F)

86. Provides assistance to local, intermediate, and regional levels of command, as requested, concerning specifically identified problem areas for improving MWR Category "C" business activities. (655)

87. Assesses program needs and effectiveness by providing quality assurance and ensuring continuity of MWR Category "C" business activities (e.g., food, beverage, entertainment, catering, golf, bowling, bingo, marinas, and branded concepts). (655)

88. Maintains liaison with professional organizations, DOD, DON, USMC, USA, USAF, USCG, and federal civilian agencies to share information and to inform MWR Category "C" business activities program managers of the latest policies, programs, trends, and possible impact from new initiatives. (655)

89. Provides marketing survey and focus group coordination, and serves as research advisor for MWR Category "C" business activities. (655F)

90. Provides consultation services for all MWR Category "C" business activities, such as food, beverage, and entertainment branded self-operate/licensing or contract operations. (655F)

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91. Monitors and evaluates the financial self-sufficiency of all MWR Category "C" business activities and provides the Board of Directors (BOD) and Flag Level Executive Committee (FLEC) with recommendations when activities are in the red flag status. (655/655C/655F)
92. Conducts research on and development of new food and beverage concepts for use in the field (e.g., quick service, family dining, entertainment programs, catering/event programs, name/nation brands, etc.). (655F)
93. Develops and provides information, marketing, and media packages to promote Category "C" business activities. (655F)
94. Monitors the APF major military construction (MILCON) program for recreation, child care, and fitness facilities. (656)
95. Coordinates the development and submission of reporting requirements for construction projects, public private venture initiatives, and other reports associated with MWR capitalization. (656)
96. Plans, programs, implements, and monitors a planned program for COMNAVPERSCOM APF and NAF construction and renovation of MWR facilities Navy-wide. (656)
97. Coordinates the selection, evaluation, design, acquisition strategy, contracting, and construction of MWR facility projects when funded with NAF. (656)
98. Provides training and program management for MWR construction warrant authority program to \$25,000. (656B)
99. Procures selected commodities and services on behalf of the MWR Division and MWR activities. (656C)
100. Develops, interprets, and implements NAF procurement policies relevant to the MWR Division and MWR activities. (656C)
101. Provides NAF and APF procurement and construction contract guidance and assistance to MWR activities. (656B/656C)

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102. Conducts contract negotiations relating to the functioning of the MWR Division. (656C)

103. Directs NAF MWR vehicle policy and manages the vehicle registration program. (656A)

104. Acts as lead planner for development of Navy MWR facility design criteria, providing direction to COMNAVFACENGCOM or other assigned construction agent. (656D)

105. Provides facility planning and design assistance to MWR activities. (656D)

106. Provides information and research for facilities-related products on behalf of MWR activities. (656D)

107. Prepares basic design guides, drawings, and specifications for MWR activities. (656D)

108. Provides technical and policy guidance to headquarters and field commands regarding construction contracting innovations, real property MWR applications, construction resource management, and facility data base inventory. (656)

109. Performs design and development of management information systems (either manual or ADP) supported for all functional areas of responsibility within the MWR Division. (657)

110. Performs feasibility studies, systems analysis, and design studies relative to ADP applications and the acquisition of hardware/software systems within the MWR Division. (657)

111. Provides evaluation and technical approval of ADP systems for MWR field activities. (657)

112. Serves as member of DOD Management Information System (MIS) Inter-Service Committee reporting to the DOD Resale Board and provides mutual cooperation and standardization of ADP systems within the services where applicable. (657)

113. Provides telecommunications support for MWR field activities and the MWR Division for financial system processing. (657C)

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114. Produces monthly financial data statements and reports for worldwide MWR field activities and the chain of command. (657D)

115. Prepares detailed system specifications, programming, and testing for system implementation. (657D)

116. Provides LAN administration and support for the MWR Division and dial-in LAN access for MWR field activities and the chain of command. (657C/657D/657E)

117. Provides Base Level Automation System (BLAS) software training and support to local MWR activities. (657C/657D/657E)

118. Coordinates all broad MWR policy matters within Navy for response to inquiries emanating from higher authority and for development of coordinated Navy positions. (658)

119. Provides field assistance in marketing recreation programs. (658)

120. Maintains liaison with Echelon II MWR representatives concerning broad MWR policy issues and local management assistance matters. (658)

121. Serves as policy specialist on matters that are not MWR specific, such as isolated and remote, BRAC, disposition of NAF property, patronage, and Auxiliary Resale Outlets. (658)

122. Provides on-site management assistance to commanding officers whose MWR activities are reporting substandard financial performance and makes recommendations, as necessary, to create a more efficient organization. (658)

123. Administers the Support Services Manager Trainee Program. (658)

124. Conducts Navy Support Services seminars/workshops. (658)

125. Coordinates the application of operational policies for MWR activities and provides broad technical direction and guidance for the implementation of these policies. (658C)

126. Maintains liaison with OSD to coordinate policy matters affecting Navy MWR programs and operational policies for MWR. (658C)
127. Maintains liaison with other Armed Services to review and coordinate broad MWR policy implementation or to formulate and recommend proposed changes to DOD policies governing the operation of MWR activities. (658C)
128. Conducts special projects and performs research/studies in coordination with various military and civilian professional technical experts in the development, administration, or operation of MWR programs and facilities. (658C)
129. Assists with the development of policies, procedures, and scheduling of Management Assistance Team visits. (658C)
130. Acts as COMNAVPERSCOM program manager and coordinator for Navy's participation in the Armed Forces Professional Entertainment Program. (658D)
131. Serves as liaison point with United Service Organizations (USO), Inc., Armed Services YMCA, and Navy's Sailing Advisory Board. (658D)
132. Formulates policy for and monitors MWR's role in base open house events such as air shows, festivals, concerts, and other special events that involve the participation of the local civilian community. (658E)
133. Serves as focal point for questions about commercial sponsorship and air shows. (658E)
134. Functions as project manager for the Navy Flying Club; coordinates policy, technical guidance, and oversight administration of day-to-day operations of Navy Flying Clubs; maintains records and inventories; maintains liaison with club officials and local and intermediate commands; coordinates centrally-provided program support such as data processing, accounting, and insurance matters; and conducts on-site reviews of local flying club operations. (658F)
135. Provides on-site management assistance to MWR activities affected by BRAC and makes recommendations, as necessary, to

provide for the needs of local patrons considering available resources. (658G)

136. Monitors the consistent application of procedures established for the administration of civilian NAF and management of civilian MWR programs within the Navy. (658G)

137. Initiates, coordinates, and administers all changes/revisions to Navy Department instructions and other Navy MWR policy directives relating to MWR program operations; provides interpretation of existing policy/provisions of directives and coordinates the granting of exceptions. (658H)

138. Provides administrative and technical guidance for training courses relating to civilian MWR activities and programs. (658H)

139. Conducts studies concerning the administration and operation of civilian MWR programs and facilities through on-site management assistance visits. (658H)

140. Provides assistance to local and intermediate levels of command, as requested, concerning specifically identified problem areas in civilian MWR programs. (658H)

141. Serves as liaison with other Services, federal agencies and civilian organizations on civilian MWR matters. (658H)

142. Serves as legal officer for MWR issues, providing advice to the field on legal issues and coordinating with higher legal authority; e.g., PERS-06 or JAG on these issues. (658L)

143. Develops, administers, monitors, and communicates worldwide MWR NAF risk management and loss reporting program including self-insurance (third party liability, property and crime), safety and loss prevention, and claims administration and settlement. (658L)

144. Prepares insurance contract specifications and executes efforts to place insurance coverage when appropriate; e.g., Navy Flying Club insurance, excess property insurance coverage. (658L)

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145. Formulates and monitors the consistent application of policies concerning the administration and management of Community Support MWR programs; provides responses to waiver requests and grant approvals as necessary. (659)
146. Develops long-term funding and program strategy to ensure Community Support MWR programs will continue to support the operational requirements of the Navy and meet recreational needs of Sailors and their families. (659)
147. Maintains liaison with various government and civilian agencies and professional organizations to stay abreast of current trends and predict emerging requirements within the Navy. (659)
148. Assess Category B recreation operations including child development programs to ensure effective management, efficient operations, and sound financial administration. (659)
149. Provide guidance and assistance to Echelon II and III, local commanders and to higher echelons in the analysis of recreation program operations, management, and financial procedures. (659)
150. Develops and issues approved procedures and techniques for the planning, implementation, and operation of Category B services within Navy; maintains liaison with the various Government and civilian agencies necessary for the effective management of these services. (659)
151. Develop and provide or coordinate all community support activities, e.g., child development; Information, Tickets and Tours (ITT); youth, auto skills, training programs etc. (659)
152. Serves as program manager for O&M,N and OP,N funds made available to COMNAVPERSCOM in support of Navy-wide Community Recreation, Youth Recreation, and Child Development Program requirements; ensures all funds are obligated and expended on time. (659)
153. Serves as program manager providing technical assistance to commands in the areas of Child Development; Family Child Care; School-Age Care; Youth Recreation; Auto Skills Development; ITT; Leisure Travel; Outdoor Recreation; Aquatics;

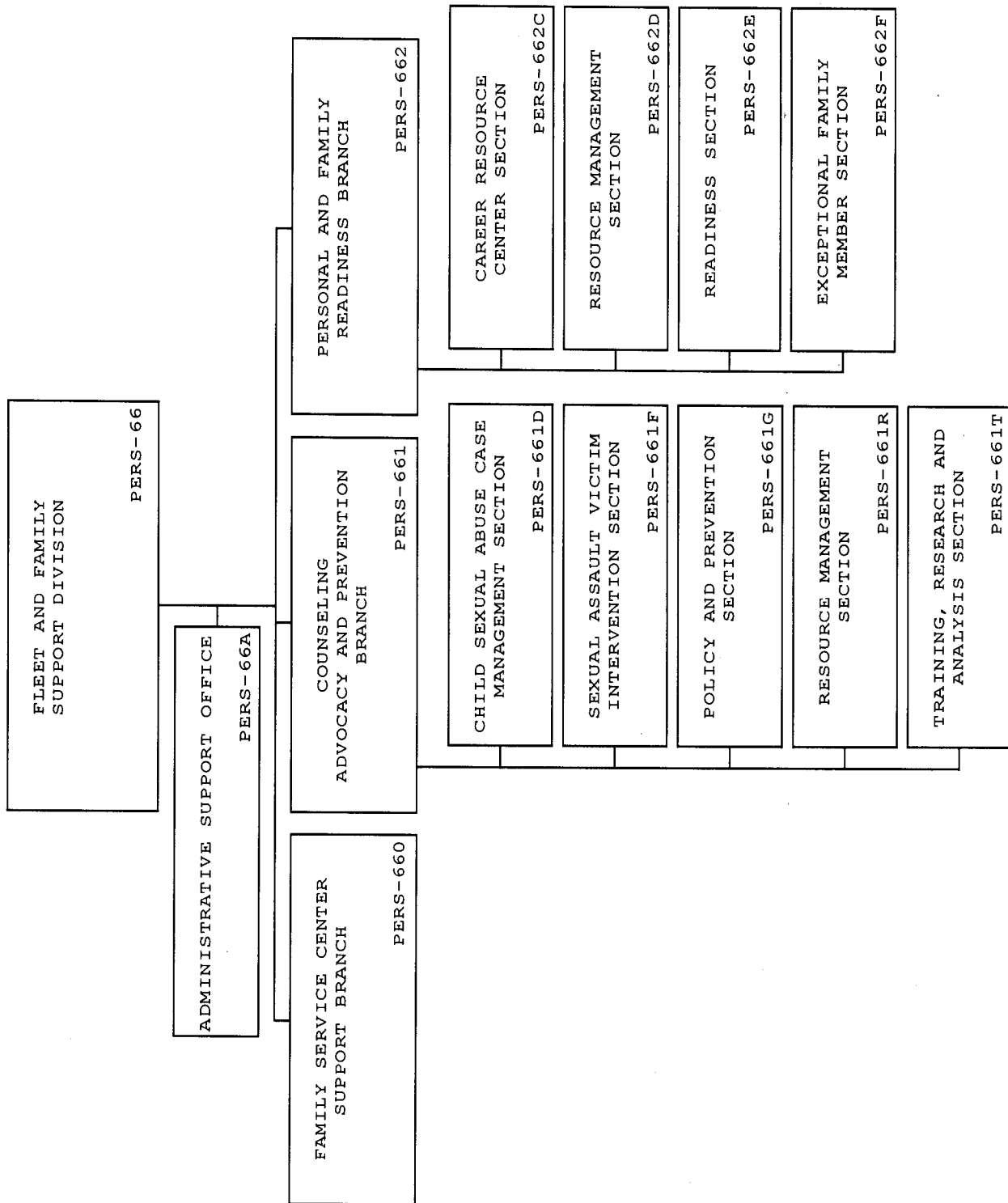
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Recreation Equipment Rentals; and other Category B MWR programs.
(659)

154. Reviews facility requirements and submissions that support Category B recreation programs; ensures child development centers and youth recreation projects satisfy OSD and Navy health and safety, sanitation, and other operational standards.
(659)

155. Provides technical assistance, assessment visits and inspections based on statutes, regulations, and local and Echelon II requirements and requests. (659)

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PERS-66
FLEET AND FAMILY SUPPORT DIVISION

Function

Enhance operational readiness, productivity, and retention through improvement of morale and quality of life for Navy members and families by implementing Navy personnel support policy and pertinent federal statutes; developing procedures and programs; providing information, liaison support, and direct services; and advocating equitable application of regulations and policies.

Tasks

1. Manages and maintains the Quality of Life Management Information System (QOLMIS). Provides on-site training to all Navy Family Service Centers (FSCs), installations, and major claimants, and operates the help desk. (66)
2. Manages, administers, and maintains Rape and Sexual Assault System (RASAS) for Department of the Navy (DON) and oversees contractors, providing intrinsic support for them. (66)
3. Develops, codes, tests, installs, and maintains the Exceptional Family Member (EFM) Program Case Management System and oversees contractors, providing intrinsic support for them. (66)
4. Supports Sexual Assault Victim Intervention (SAVI) Program by providing assistance for maintenance of software/hardware and program enhancements. (66)
5. Serves as Navy liaison for Department of Defense Education Activity (DODEA) dependent school. (66)
6. Serves as Navy's point of contact for Impact Aid for school districts. (66)
7. Provides management for ADP resources that facilitate the operation of the Division's Quality of Life (QOL) programs. (66)
8. Develops policy and primary prevention programs to foster good relationships, strong marriages, and healthy families. (66, 661)
9. Plans and conducts training for and provides technical assistance on policy and program changes to ensure best practices in the field. (66, 661)

10. Identifies and plans outsourcing initiatives, develops performance work statements, and monitors and provides technical oversight of contract initiatives. (66, 661)
11. Develops policy guidance and provides information and referral concerning dependent, non-support issues and Red Cross liaison. (660)
12. Acts as Navy's liaison in support of the American Red Cross; serves as Navy's representative to DOD Armed Forces/Red Cross Liaison Committee; provides travel policy and program management for Navy-funded Red Cross travel. (660)
13. Acts as Navy's liaison to DOD for Noncombatant evacuation operations and repatriation processing. (660)
14. Develops and maintains Navy-wide needs assessment survey. (660)
15. Develops marketing plans, policies, and information to heighten awareness of the importance of the family to the Navy and to promote excellence in family life. (660)
16. Ensures servicemembers and their families at all installations (with 500 or more military members assigned) have access to Family Service Center services. (660)
17. Develops and provides guidance to FSCs on use of technology and distance learning techniques to provide multimedia human service delivery systems for multiple audiences at geographically disparate sites. (660)
18. Submits the FSC report to DOD each fiscal year to include documentation on funding, manpower, and compliance of regulatory requirements. (660)
19. Establishes and maintains the measurement criteria for monitoring and evaluating the effectiveness of FSCs. Develops and maintains quality assurance standards and triennial accreditation process for FSCs including selection and training of accreditation team members, site visit schedule, travel for accreditation team members and providing annual list of accredited FSCs. (660)
20. Assures continued functioning at headquarters and field levels of QOLMIS Network and Family Advocacy Program (FAP) Case Management System, through direct server administration and with contractual support for remote administration and connectivity issues as needed. (660, 661)

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21. Coordinates and provides assistance to Navy commands in the implementation of their Crisis Response Humanitarian Action Plan to include repatriation efforts and exercising contingency plans to provide for augmentation of FSC staff during times of local and national emergency, large-scale activation or mobilization of Reserve personnel, and large-scale deployment or evacuation. (660/661)

22. Develops and implements plans and policies guidance and technical assistance to Navy-wide network of FSCs and other family-related support services in compliance with the key functions and services described in the four readiness support capabilities as outlined in DODINST 1342.22, SECNAVINST 1754.1A, and the 1999 FSC Master Plan. (660, 662)

23. Maintains the operational capacity of the Family Advocacy Case Management System and the Central Registry at the headquarters level and all field activities. (661)

24. Develops policy and coordinates implementation for maintaining electronic records for the FAP to include the Central Registry, archiving records, Privacy Act, and Freedom of Information requirements. (661)

25. Develops policy and programs for the prevention of child and spouse abuse and intervention in same areas. (661)

26. Develops policy and programs for sexual assault victim awareness and prevention education, victim advocacy, and data collection Navy-wide. (661)

27. Develops policy and provides funding, oversight, and training in support of the New Parent Support Teams Navy-wide. (661)

28. Plans and develops FAP manpower requirements for FSC's and Medical Treatment Facilities Navy-wide in coordination with the Bureau of Medicine and Surgery (BUMED) and other claimants. (661)

29. Coordinates program, policy, and service delivery with DOD and other Services, OJAG, NCIS, BUMED, Department of Health and Human Services, Department of Justice, and other involved Federal agencies/offices. (661)

30. Provides oversight for data collecting concerning sexual assault through the RASAS. (661)

31. Provides information, guidance, and technical assistance to base-level family advocacy and SAVI programs Navy-wide. (661)

32. Develops and implements programs to prevent child abuse/neglect, child sexual abuse, spouse abuse, rape and sexual assault, and to promote family excellence. (661)
33. Plans and promotes research by civilian organizations related to the FAP. Develops/revises policy based on research results. (661)
34. Consults and develops joint initiatives with applicable federal and civilian professional organizations, and federal agencies on the operational, legal, medical, and counseling aspects of FAP. (661)
35. Coordinates and reviews all reported cases of child sexual abuse Navy-wide. (661)
36. Develops and monitors quality assurance standards for FAP operations and identifies and coordinates activities to avoid duplication and gaps in the provision of services to military families. (661)
37. Provides guidance to field activities and commands on child abuse, child neglect, spouse abuse, rape, and sexual assault cases. (661)
38. Monitors and recommends action to field activities in handling extra-familial child sexual abuse cases, monitors case status until closed, and provides on-site experts when needed. (661)
39. Manages and processes all applications for transitional compensation for abused family members. (661)
40. Provides FAP training and technical consultation for Navy service providers such as FSC and medical staff, attorneys, Naval Investigative Service, security, and community service providers who handle Navy domestic violence cases. (661)
41. Collects and presents statistical information concerning FAP cases, staffing, and resources to DOD. (661)
42. Provides field guidance and oversight of the Youth Outreach Programs. (661)
43. Develops policy for clinical counseling, privileging, and credentialing; provides oversight of and consultation regarding credentialing issues. (661)
44. Develops and provides oversight of the automated Case Management System to manage and track cases and the Central

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Registry to collect and analyze data on child and spouse abuse.
(661)

45. Manages a review process for cases of child and spouse abuse that assures fair treatment and observance of applicable rights of victims and alleged offenders. (661)

46. Develops policies and programs for personal financial management and consumer education within the Family Service Center context. (662)

47. Develops plans and policies for the Ombudsman Program.
(662)

48. Coordinates Navy's activities with Wives' Clubs and the Navy Wifeline Association. (662)

49. Acts as Navy's liaison to the Navy & Marine Corps Relief Society. (662)

50. Administers implementation of the Conduct of Personal Commercial Affairs and Onboard Solicitation Practices within Navy. (662)

51. Coordinates Navy's procedures for administration and promotion of the Savings Bonds Program within DON and maintains liaison with the Treasury Department. (662)

52. Develops plans, procedures, regulations, and reporting requirements for the Navy Voting Assistance Program. (662)

53. Reviews health-care related QOL issues that affect Navy members and their families. (662)

54. Reviews, on behalf of CNO, proposed health care legislation and provides input on health-care related matters to the Office of the Assistant Secretary of Defense for Health Affairs. (662)

55. Provides policy interpretations on TRICARE Medical Program for servicemembers and their families. (662)

56. Administers the Marriage in Overseas Commands Program.
(662)

57. Provides policy on naturalization and immigration of alien servicemembers, spouses, and adopted children. (662)

58. Develops plans, policies, and requirements for the Navy Sponsor Program. (662)

59. Develops plans and policy, and provides training to Family Service Center staff for the Navy Overseas Duty Support Program (ODSP). (662)
60. Develops and implements plans, policies, and procedures for the Navy Spouse Employment Assistance Program. (662)
61. Develops plans, policies, procedures, requirements, regulations, and reporting requirements for the Navy EFM Program. (662)
62. Develops plans, policies, and requirements for the Navy Relocation Assistance Program (RAP). (662)
63. Develops plans, policies, and requirements for the Navy Transition Assistance Management Program (TAMP). (662)
64. Coordinates and analyzes data obtained from all TAMP, RAP, Spouse Employment Assistance Program (SEAP), and Personal Financial Management (PFM) reports. (662)
65. Develops, plans, policies, and requirements for the Navy Volunteer Program. (662)
66. Develops, plans, and oversees program policy for the Navy Information and Referral program. (662)
67. Coordinates program, policy, and service delivery with DOD, Office of Legal Counsel, Department of Labor (DOL), Department of Veterans Affairs (DVA) and other professional agencies. (662)
68. Provides information, guidance, and technical assistance to base-level program managers and senior leadership. (662)
69. Initiates and processes ad-hoc requests for Verification of Military Experience and Training Document (VMET), which verifies servicemembers' military education, training, and experience. (662)
70. Develops plans and policies (to include collecting, processing, analyzing, and reporting data) for two major management information systems and Local Area Network (LAN); QOLMIS Network (formerly QOLMIS-66); and the Family Advocacy Case Management System, which includes the DOD mandated Central Registry. (660, 661, 662)
71. Plans and coordinates the evolution of information infrastructures for FSCs, FAP Centers, and all associated programs throughout Navy, utilizing state-of-the-art automated reporting, access, and analysis techniques. (660, 661, 662)

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72. Provides support to all field sites on replication of QOLMISNET and FAP Case Management System databases, and facilitates the collection of data for year-end reporting and random data calls. This support extends to Claimant, Regional Coordinator, and Headquarters level data needs. (660, 661, 662)
73. Manages the ADP resources that facilitate the operation of Family Support Programs, providing Lotus Notes system administration services to program managers and their staff, as well as assisting field administrators with guidance. (660, 661, 662)
74. Coordinates PERS-66 automated data processing (ADP) activities with Navy-wide policies and coordinates activities to minimize the duplication of effort and optimize the utilization of resources. (660, 661, 662)
75. Assists in the collection of budget information, work counts, case demographics, and DD 2486 reports. (660, 661, 662)
76. Provides assistance in continued information technology advances, insuring compliance with Navy and DOD standards. (660, 661, 662)
77. Provides assistance for maintenance and upgrading of software/hardware and program enhancements for PERS-66 information systems analyzing costs, contingency plans, developing abbreviated system decision papers, and resource acquisition. (660, 661, 662)
78. Provides a quality management review of software change requests, analyzing costs, functionality, and applicability. (660, 661, 662)
79. Provides end-user training to headquarters and field staff in the utilization of computer databases to document and enhance program effectiveness. (660, 661, 662)
80. Provides subject-matter-expertise in the ongoing development of software programs and databases that will reflect the service delivery system at the field level. (660, 661, 662)
81. Participates in developing a quality assurance plan for FSC and FAP accreditation processes through the utilization of electronic records, and developing functional reports for clinical and administrative oversight. (660, 661, 662)
82. Coordinates deployment support policy. (660/661/662))
83. Develops biannual Department of the Navy POM submission to DOD and executes the annual budget; sub-allocates funding for

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positions at commands Navy-wide; monitors execution by field commands and claimants; and reviews, funds, and monitors special purpose program development projects. (660/661/662)

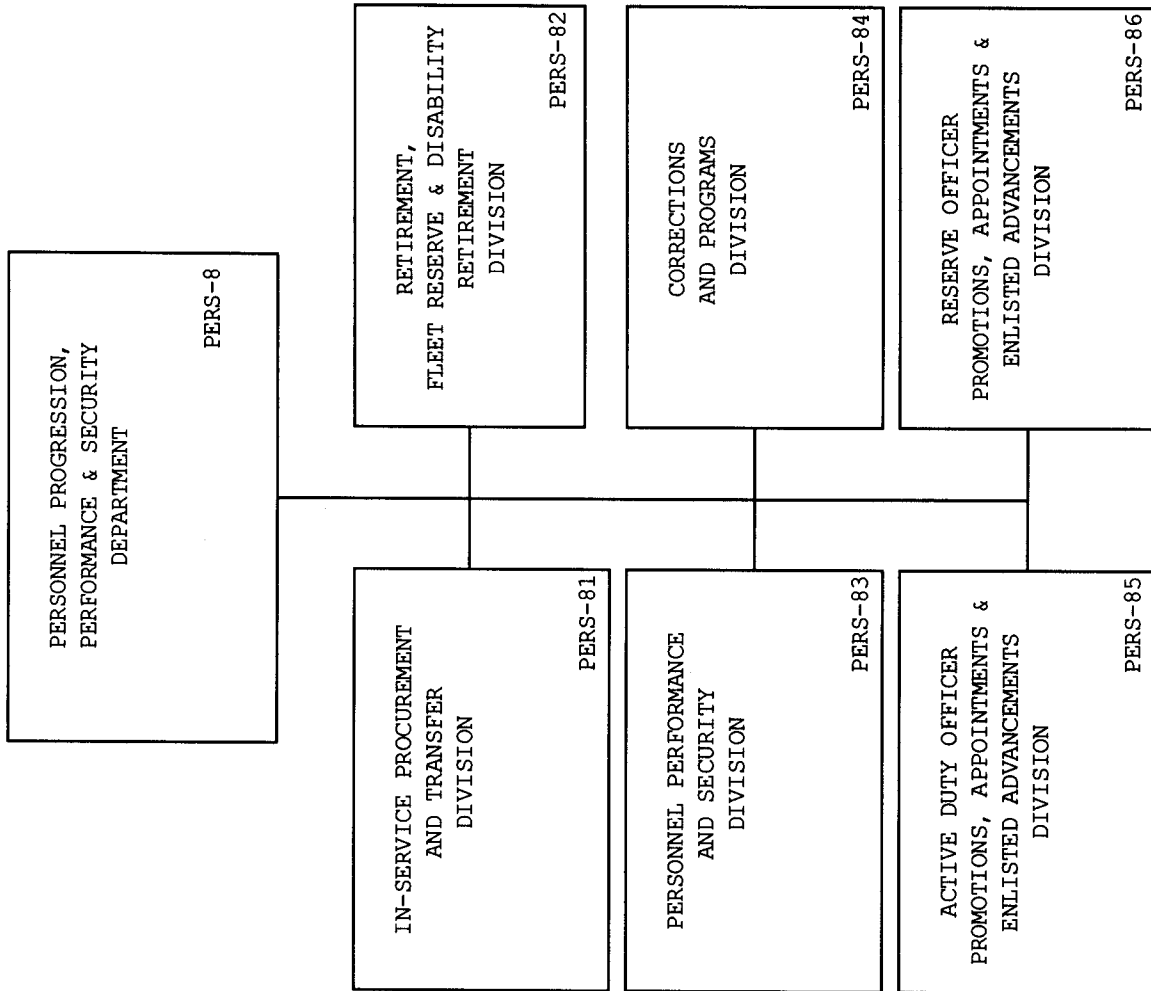
84. Represents DON and DOD/Joint Service Committees on family support. (660/661/662)

85. Develops policy guidance and provides funding and administrative oversight regarding compliance with DOD quality assurance standards and credentialing requirements at the field level on a triennial basis. (660/661/662)

86. Develops management information systems to ensure that appropriate data is obtained to document the development of Navy-wide family excellence programs. (660/661/662)

87. Monitors existing Navy policies and programs that impact on families and integrates plans, policies, and requirements on behalf of quality of life for all Navy families. (660/661/662)

88. Effects liaison for policy coordination and development of existing Navy family support resources and services including coordinating with applicable federal and civilian agencies to obtain maximum resources available to Navy families. (660/661/662)



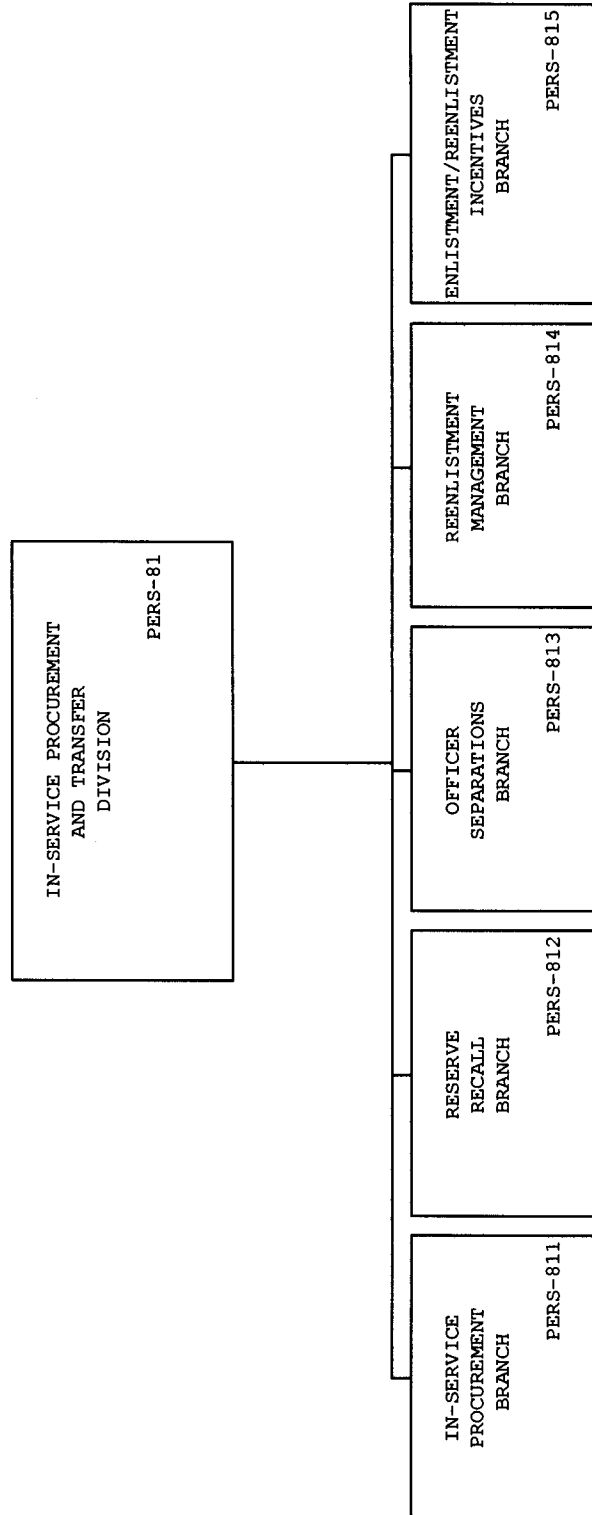
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PERS-8

PERSONNEL PROGRESSION, PERFORMANCE, AND SECURITY DEPARTMENT

Function

Administers and implements the statutes, regulations, and policies regarding active duty and reserve officer promotions and appointments, officer/enlisted retirements, Fleet Reserve transfers, and officer in-service procurement and transfers from Naval Reserve to Regular Navy. Administers and monitors all elements of the Secretary of the Navy's programs which normally apply to an individual's career progression in the Navy, sponsors statutory selection boards for promotion and retirement of all active duty and reserve officers. Sponsors administrative selection boards for advancement of senior enlisted personnel. Advises and assists COMNAVPERSCOM in formulation of policies related to the performance of naval personnel and to Navy military discipline. Provides guidance to divisions engaged in administering personnel security programs, naval personnel performance functions, disciplinary matters, correction programs, and post-selection board screening.



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PERS-81
IN-SERVICE PROCUREMENT AND TRANSFER DIVISION

Function

Administers and implements officer/enlisted career progression statutes, regulations, and policies relating to transfer from Naval Reserve to Regular Navy, redesignation, in-service procurement, inter-Service transfer, appointment, reenlistment, recall, continuation, release, reversion, resignation, and separation of naval personnel from active duty. Administers Selective Training and Reenlistment (STAR), Selective Conversion and Reenlistment Program (SCORE), Lateral/Special Conversions, Career Reenlistment Objectives (CREO), Selective Reenlistment Bonus (SRB) Program, and the Special Duty Assignment Pay (SDAP) Program.

Tasks

1. Reviews new laws affecting in-service procurement, continuation, resignation, and recall. Determines and analyzes the effect of these laws and reviews directives that implement policy changes.
2. Provides technical analysis to determine eligibility of applicants. Develops PERS-8 administrative selection board procedures and ensures PERS-8 selection boards are functioning according to the Secretary of the Navy (SECNAV) precept.
3. Administers the boards for selection of officers for transfer from Naval Reserve to Regular Navy, line/staff transfer, and redesignation. (811)
4. Selects temporary officers for permanent appointment. (811)
5. Sponsors the in-service procurement of officers. (811)
6. Accomplishes the inter-Service transfer of other Service active duty officers to the Navy. (811)
7. Grants authority for naval personnel to apply for the Uniformed Services University of the Health Sciences (USUHS) Program. (811/813)
8. Determines the eligibility of Navy reservists for return to active duty via reenlistment, recall, or Fleet Reserve recall; waives authority for age, dependency, medical, performance, and behavior. (812)
9. Administers and implements the statutes, regulations, and policies regarding recall to active duty, the involuntary

separation of twice failed of selection United States Navy (USN) lieutenant commander/lieutenant and Reserve officers, and separation pay entitlement for active duty officer personnel. (812, 813)

10. Administers and monitors the Military Personnel, Navy (MP,N)-funded Active Duty for Special Work (ADSW) Program. (812)

11. Authorizes USN reenlistment, general assignment recall or extension for enlisted Training and Administration of the Reserves (TAR), United States Naval Reserve (USNR) Selected Reserve (SELRES), USNR ADSW and USNR-Active personnel. (812)

12. Administers the boards for selection of officers for continuation/retention on active duty. (813)

13. Executes requests from temporary officers for reversion to permanent status. (813)

14. Administers the policy and processes requests for voluntary and contingent resignations. (813)

15. Accomplishes the inter-Service transfer of active duty Navy officers to other Services. (813)

16. Processes age waivers for Medical Corps officers. (813)

17. Monitors statutory limits on retention/recall of retired officers. (813)

18. Administers the High Year Tenure (HYT) program for enlisted personnel in paygrades E-4 through E-9 and sponsors HYT boards. (814)

19. Administers Reenlistment Quality Control Program for enlisted personnel who fail to meet minimum eligibility criteria for reenlistment. (814)

20. Administers and executes policies on extensions and reenlistments. (814)

21. Acts on all enlisted Conscientious Objector discharge requests. (814)

22. Provides advice and assistance to military and civilian personnel at all levels in the Navy Personnel Command, Department of Navy (DON), and Department of Defense (DOD) regarding separation laws, separation policy, reenlistment/enlistment procedures, Judge Advocate General (JAG) opinions, and Comptroller of the Navy (NAVCOMPT) decisions relating to officer and enlisted separation matters and all other separation rights,

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benefits and privileges as they pertain to active duty officer and enlisted personnel. (813, 814)

23. Handles all administrative separation processing of enlisted personnel involving Navy's Weight Control Program. (814)

24. Administers policies concerning favorable separations of enlisted personnel, i.e., erroneous enlistment, void contract (Catlow/Russo cases), pregnancy, parenthood, breach of contract, sole surviving member, and other non-adverse convenience of the government separations. (814)

25. Provides technical personnel services to Fleet units regarding member's obligation and status. (814)

26. Reviews MILPERSMAN articles affecting non-adverse convenience of the government separations. Updates and reviews the articles that implement policy changes. (814)

27. Provides inputs, opinions and recommendations to the Board for Correction of Naval Records (BCNR) and congressional inquiries. (814, 815)

28. Processes and approves all requests for career designation, rating conversion, and rating entry under STAR, SCORE, lateral/special conversion programs; advises OPNAV planners/policy makers in matters relating to incentive program performance. (815)

29. Implements the CREO plan as defined by the latest NAVADMIN. (815)

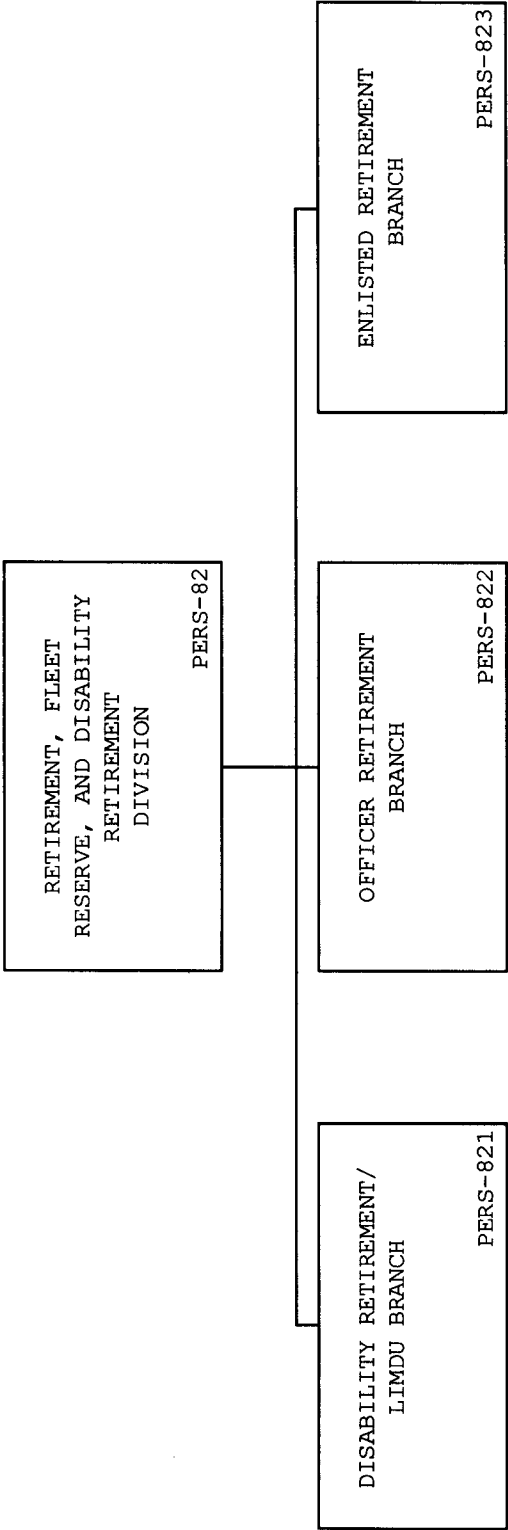
30. Facilitates various selection boards for rating entry. (815)

31. Administers the Selective Reenlistment Bonus (SRB) Program; authorizes all SRB reenlistment requests; controls and monitors SRB expenditures. (815)

32. Maintains the Force Management (FORMAN) database used to screen, track, and responds to rating conversion, SCORE, STAR and SRB requests. (815)

33. Administers the Special Duty Assignment Pay (SDAP) program. (815)

34. Reviews existing regulations and directives relating to SRB and SDAP. Provides recommendations concerning SRB and SDAP matters. (815)



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PERS-82
RETIREMENT, FLEET RESERVE, AND
DISABILITY RETIREMENT DIVISION

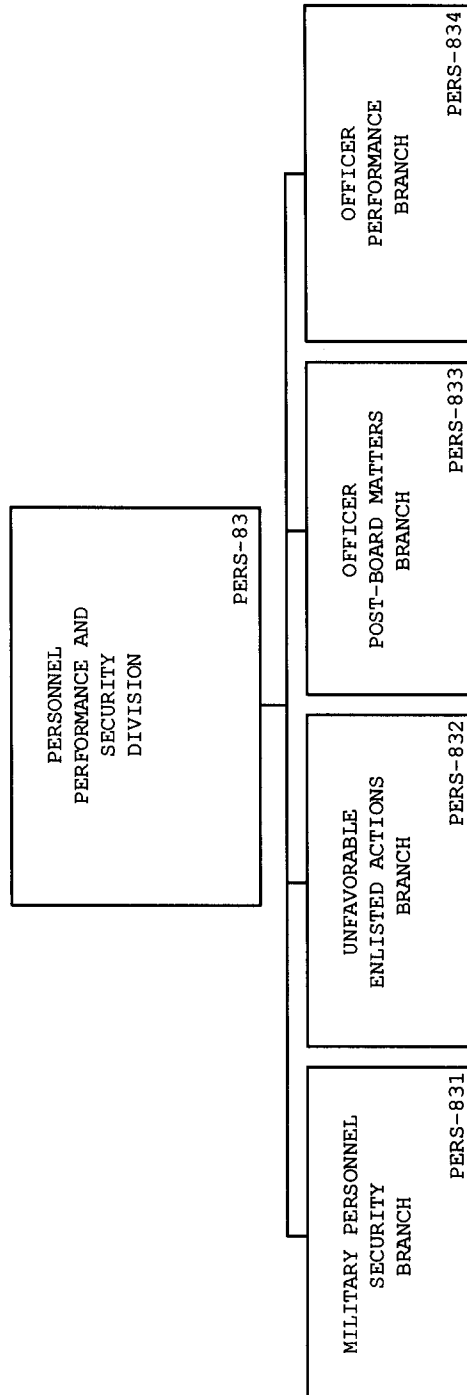
Function

Effects the disability and non-disability retirement and Fleet Reserve transfer of naval personnel per current statutes and directives. formulates, coordinates, and administers the Secretary of the Navy (SECNAV) and COMNAVPERSCOM policies as related to disability and non-disability retirements and transfer to the Fleet Reserve. Processes officer and enlisted personnel for separation due to physical disability. Tracks and monitors personnel in limited duty status.

Tasks

1. Provides advice and assistance to military and civilian personnel at all levels in COMNAVPERSCOM, the Department of Navy (DON), and Department of Defense (DOD) regarding retirement laws and procedures, retirement policy, Judge Advocate General (JAG) opinions, and Comptroller of the Navy (NAVCOMPT) decisions relating to retired pay authorization and all other retirement rights, benefits, and privileges. (82/82B)
2. Reviews new laws affecting retirement; determines and analyzes the effects of these laws; and issues directives which are required to implement retirement policy changes. (82B)
3. Reviews and provides comments on legislative proposals and initiates legislation relating to retirement. (82B)
4. Provides assistance to the Board for Correction of Naval Records (BCNR) to resolve petitions for correction of active duty personnel (officer and enlisted) records pertaining to retirement. (82B)
5. Effects the retirement of active duty USN and USNR personnel to the Temporary or Permanent Disability Retired List; manages and monitors personnel on the Temporary Disability Retired List. (821)
6. Prepares retirement letters and orders for USN and USNR personnel whose retirement by reason of physical disability is directed by SECNAV. (821)
7. Orders individuals on the Temporary Disability Retired List to periodic physical examinations and coordinates with military and Veterans Administration (VA) medical facilities, if necessary. (821)

8. Acts as COMNAVPERSCOM point of contact with the Central Physical Evaluation Board (CPEB) in matters concerning disability retirements. (821)
9. Administers policy and procedures concerning hospitalization, medical boards, and physical disability separations of officer and enlisted personnel (other than disciplinary involvement). (821)
10. Reviews and evaluates proposed policy changes affecting CNO (N13) and implements active duty officer and enlisted medical/disability separation policy changes by issuing instructions, notices, and manual changes. (821)
11. Monitors limited duty members. (821)
12. Imposes assignment restrictions due to medical reasons. (821)
13. Administers the USN officer involuntary retirement process and prepares involuntary retirement letters and orders. (822)
14. Coordinates and effects the voluntary retirement of active duty USN and USNR officer personnel; prepares voluntary retirement letters and issues retirement orders for officers. (822)
15. Verifies active duty service date, pay entry base date, active commissioning date, and provides essential record data and related services from officer personnel records and files concerning retirement credit, officer favorable separation pay, medical/humanitarian separations and transfers. (822)
16. Establishes active duty service date, pay entry base date, active commissioning base date and health professional service date, if appropriate, for officer new accessions/recalls. (822)
17. Administers the policies, instructions, and procedures for voluntary enlisted retirement and transfer to the Fleet Reserve, including cancellations, modifications, and deferments. (823)
18. Verifies active duty service date, pay entry date, and provides essential record data and related services from enlisted personnel records and files concerning retirement credit, Fleet Reserve transfers, enlisted favorable separation pay, medical/humanitarian separations and transfers. (823)



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PERS-83
PERSONNEL PERFORMANCE AND SECURITY DIVISION

Function

Administers the responsibilities of COMNAVPERSCOM for the Military Personnel Security Program; serves as liaison between the Fleet and the Department of the Navy Central Adjudication Facility (DONCAF) and assists the Defense Investigative Service (DIS) in personnel security investigations. Implements performance and disciplinary plans, policies, and procedures as they relate to enlisted naval personnel; reviews and acts on performance cases involving separations, re-enlistments, and clemency, or restoration. Reviews all investigative files on naval officers selected for promotion requiring approval of the Secretary of the Navy (SECNAV); informs SECNAV of adverse information relating to officers who are subject to Officer Personnel Actions requiring approval of SECNAV and above. Monitors the professional performance and conduct of officers; when appropriate, initiates administrative actions in cases where the performance or conduct falls below acceptable standards; processes separation of officers, Naval Academy and Naval Reserve Officer Training Course midshipmen from naval service. Provides program management oversight to the Navy Appellate Leave Activity.

Tasks

1. Provides representation on the Office of the Secretary of Defense (OSD) Personnel Security Program Evaluation Committee as required. (83)
2. Provides guidance to field activities and commands and oversight on matters pertaining to management of child sexual abuse cases. Provides representation and recommendations to the Headquarters Review Team (HQRT) and the Child Sexual Abuse Board (CSAB) on matters pertaining to Family Advocacy. (83CC)
3. Administers the responsibilities of COMNAVPERSCOM for the Military Personnel Security Program and provides service to the fleet regarding personnel security matters. Coordinates with DOD investigative agencies and the Department of the Navy's Central Adjudication Facility to ensure personnel meet security standards. Conducts screening of selection boards, review records for possible fraudulent enlistments, and oversees Safety Move Program. (831)
4. Implements Navy policies relating to substandard performance or conduct of enlisted personnel. As the principal advisor regarding unfavorable enlisted actions, directs administrative separations on the basis of substandard performance and makes

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final determinations on reenlistment denial appeals. Provides opinions/recommendations on petitions/requests received by the Board for Correction of Naval Records (BCNR) and the Clemency and Parole Board. (832)

5. Performs post-selection board screening for adverse or alleged adverse information on all officers CW02 through O-7 and processes Adverse Information Summaries for appropriate review. (833)

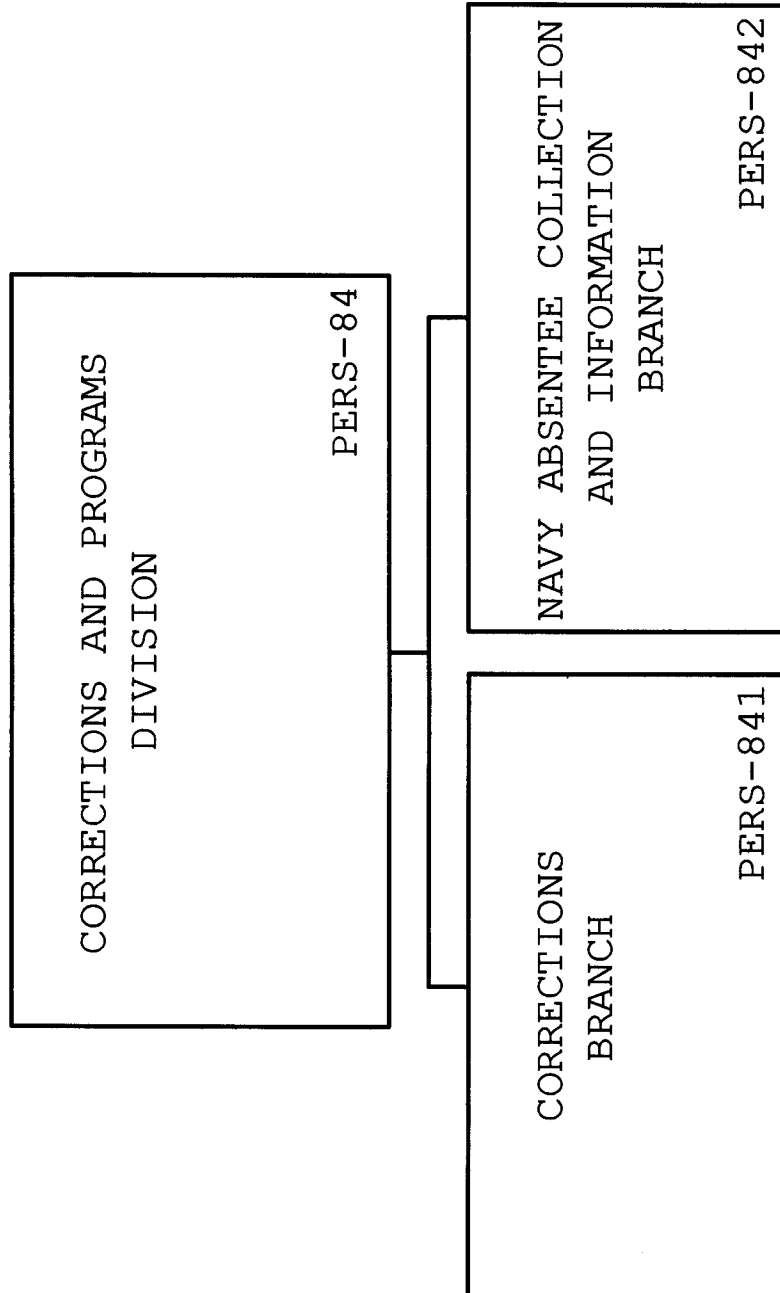
6. Tracks status of selection lists through Senate confirmation. Processes officer promotion/selection deferrals through nomination or removal, as appropriate. Screens monthly promotion NAVADMIN to ensure deferred officers are not promoted until resolution of administrative action. (833)

7. Receives and processes reported cases of misconduct or substandard performance. Maintains Officer Control List and administratively reviews reports of nonjudicial punishment, courts-martial, requests for detachment for cause, reported substandard performance (including Physical Readiness Test failures), investigations involving misconduct, and files adverse information in Officer Permanent Personnel Records. Screens officer statutory selection boards for adverse issues and prepares promotion delay and removal actions. (834)

8. Prepares for appropriate review, and evaluation, the record of any officer to determine whether the officer should be required to show cause for retention on active duty because of substandard performance, misconduct, professional or moral dereliction, or because retention is not clearly consistent with the interests of national security. If warranted, initiates administrative separation process. (834)

9. Receives and processes all Naval Academy and NROTC Midshipman separations and disenrollments. (834)

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PERS-84
CORRECTIONS AND PROGRAMS DIVISION

Function

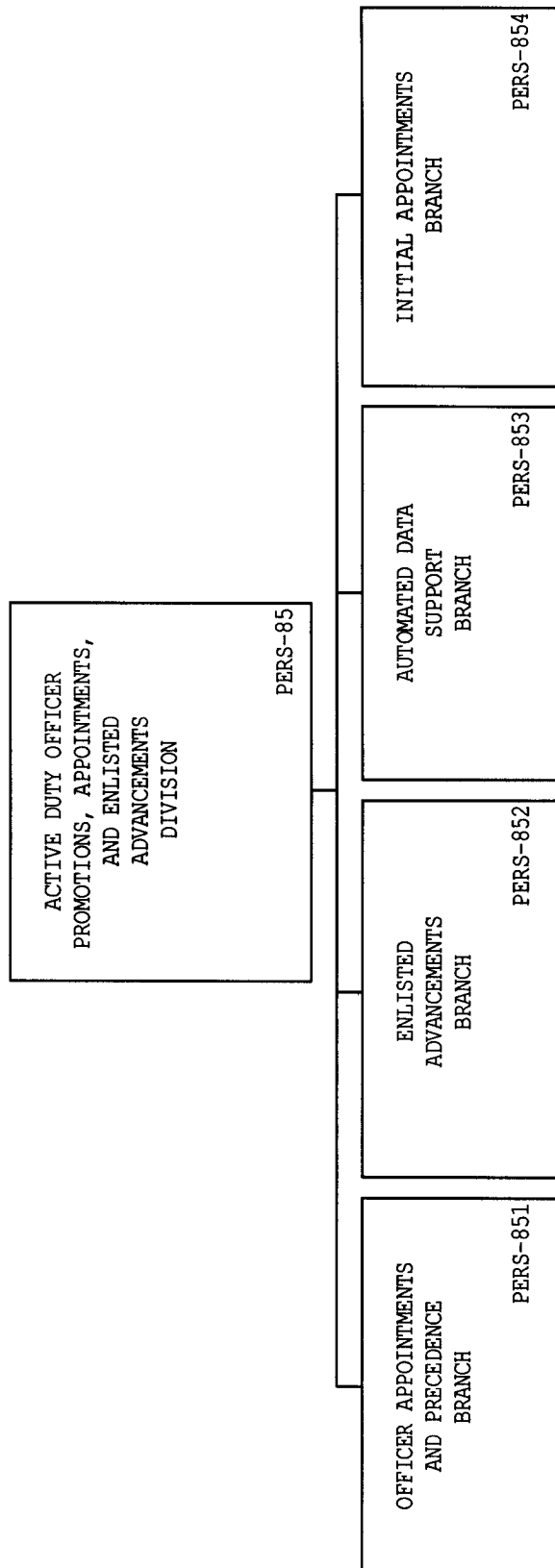
Provides administrative and technical guidance and support to Navy brigs and correctional custody units; reports directly to COMNAVPERSCOM in all matters pertaining to corrections policy/programs; provides program management for the Consolidated Brigs, Miramar and Charleston, and the Deserter Apprehension Program; recommends on a Navy-wide basis deserter and corrections policies and programs for SECNAV/CNO approval; serves as Assessment Sponsor for Navy-wide brig/Correctional Custody Unit (CCU) resources; exercises responsibility for overall program implementation and appraisal for the Correctional Custody and Corrections Programs; provides guidance to the major claimants responsible for the direct management of Transient Personnel Units (TPUs); responsible for developing the Defense Incident-Based Reporting System (DIBRS) for the Navy and its implementation; manages COMNAVPERSCOM notification program for Victims/Witnesses and registry programs for Sex Offenders and Violent Offenders. Oversees and provides guidance to the Navy Absentee Collection and Information Center (NAVABSCOLLINFOCEN), Great Lakes, Illinois and COMNAVPERSCOM Component, United States Disciplinary Barracks (USDB), Fort Leavenworth, Kansas.

Tasks

1. Develops policies and procedures for the Department of the Navy's disciplinary system: Navy and Marine Corps Brigs, NAVABSCOLLINFOCEN, TPUs, and DIBRS. (84)
2. Manages and oversees headquarters level administrative requirements in support of Navy brigs, CCUs, TPUs, DIBRS, NAVABSCOLLINFOCEN, and COMNAVPERSCOM Component, USDB Fort Leavenworth. (84)
3. Manages, analyzes, coordinates, and prepares resource assessments for the Navy's disciplinary system. (84)
4. Collects, analyzes, and distributes data on prisoner strengths, demographic information, and movement. Coordinates and monitors the collection of data from Navy corrections components and its distribution to DOD reporting systems. (84)
5. Coordinates Corrections Management Information System (CORMIS) software development and hardware upgrades; provides CORMIS technical support to Navy, Marine Corps and Air Force brigs and the USDB Fort Leavenworth. (84)

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6. Coordinates, develops, and issues directives and guidance for the management of TPUs. (84)
7. Provides operational management for all Navy confinement facilities to include Consolidated Brigs, Miramar and Charleston, and TPUs in assigned regions. (84)
8. Develops, directs and monitors the implementation of the Navy Corrections Program policy and the operation and administration of Navy brigs, CCUs and detention facilities. (841)
9. Implements and directs operations of the Navy Deserter Program. (842)



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PERS-85
ACTIVE DUTY OFFICER PROMOTIONS, APPOINTMENTS
AND ENLISTED ADVANCEMENTS DIVISION

Function

Manages, administers, and monitors the promotion, appointment, and advancement of active duty officer and enlisted personnel per applicable laws, regulations, and policies. Acts as COMNAVPERSCOM liaison with selection boards, officers, and enlisted personnel as related to promotion, advancement, and selection matters. Prepares commissioning documents for officers appointed in the USN or USNR (original appointments) including applicants transferring to the Navy from other armed services (in-service appointments). Coordinates all matters concerning original and in-service appointments and commissions in the USN.

Tasks

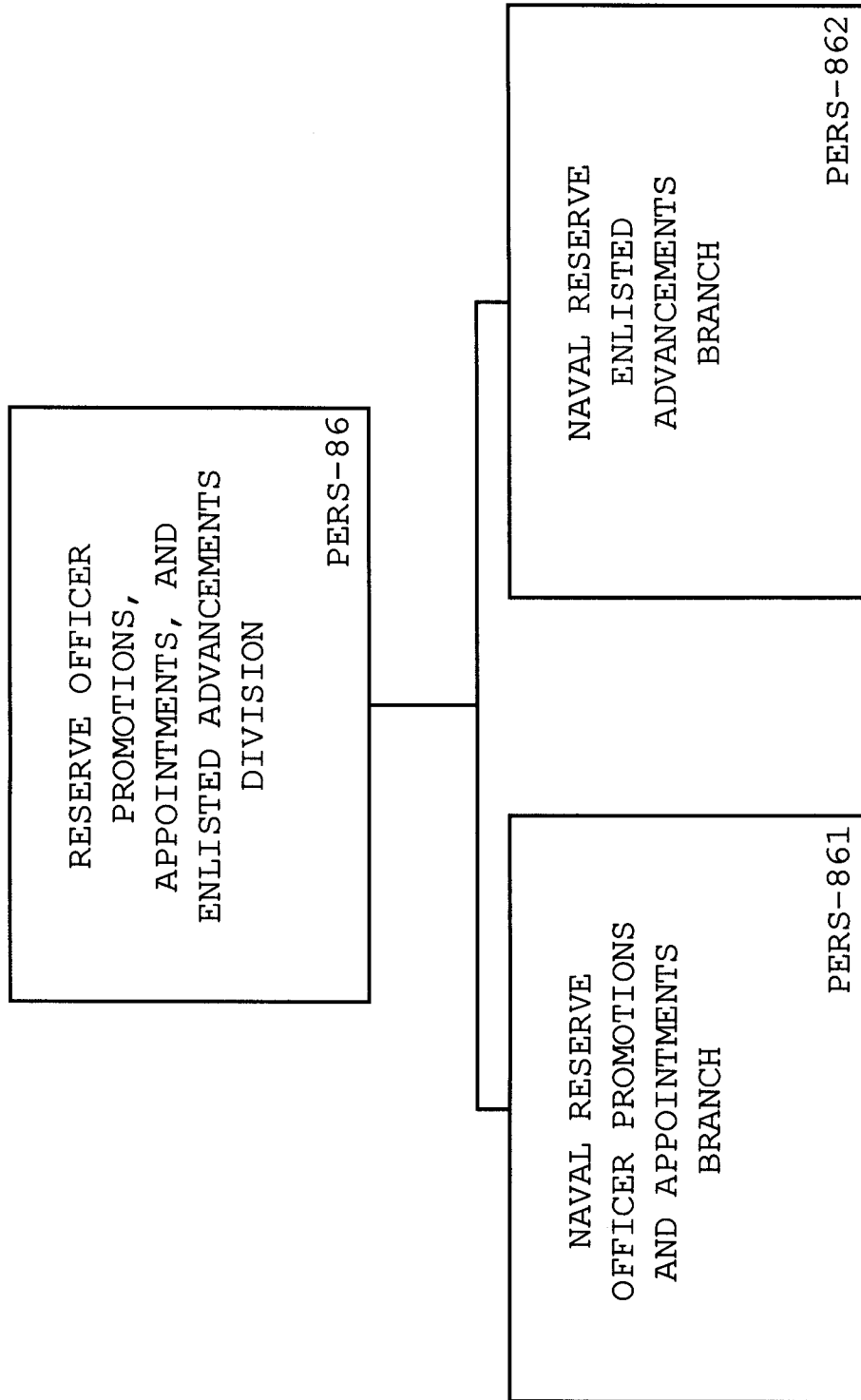
1. Administers the appointment and promotion of officers under 10 U.S.C. 33, 35, 36 and 539. (85/851/853)
2. Administers the temporary promotion of officers under 10 U.S.C. 544. (85/851)
3. Prepares and staffs the Secretary of the Navy's precept that convenes and guides each active duty officer selection board. (85)
4. Reviews and provides comments on legislative proposals; reviews new laws affecting officer appointments; determines and analyzes the effect of these laws; and issues directives to implement policy changes. (85)
5. Prepares the record of proceedings, Senate nominations and assists selection boards in record preparation. (85/851/852/853)
6. Provides advice and assistance to military and civilian personnel at all levels in COMNAVPERSCOM, DON, and DOD regarding active duty promotion, advancement, and appointment laws and policies, current and past dates of rank and precedence and all other promotion, advancement and selection procedures. (85/851/852)
7. Provides assistance to the Board for Correction of Naval Records (BCNR) to resolve petitions for the correction of individual records for promotion, advancement, and selection matters. (85/851)
8. Maintains the Active-Duty List by assignment of active duty precedence numbers. (851)

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9. Maintains liaison with Chief of Naval Education and Training (CNET) and Commander, Navy Recruiting Command (COMNAVCRUITCOM) in all matters involving establishment of original dates of rank. (851)
10. Prepares the Register of Commissioned and Chief Warrant Officers of the U.S. Navy and Reserve Officers on Active Duty. (85)
11. Assigns dates of rank for regular Navy officers receiving direct appointment and appointment by inter-service transfer and assigns year group of all active duty officers above the grade of chief warrant officer W4 (CWO4). (851)
12. Computes date of rank and administers chief warrant officer and limited duty officer promotion history. (851)
13. Maintains liaison with the Reserve Officer Promotions, Appointments, and Enlisted Advancements Division (PERS-86) to ensure timely and orderly gain/loss of Reserve officer and enlisted personnel reporting for active duty (RAD). (851)
14. Verifies and/or corrects the names and Active Duty List numbers of the senior in-zone, junior in-zone, and junior officer eligibles to be considered for each of the competitive categories within each selection board. (851)
15. Prepares documents necessary for change of designator for officers of the naval service transferring between the restricted line, unrestricted line, or staff corps. (851)
16. Prepares presidential nominations for active duty officers and issues appointment authority; maintains liaison with administrative staffs of Chief of Naval Operations (CNO), Secretary of the Navy (SECNAV), Secretary of Defense, and the U.S. Senate regarding nominations. (851)
17. Issues authority for temporary and permanent appointments of Navy and Naval Reserve officers on active duty per federal laws and regulations governing appointments. (851)
18. Prepares and coordinates the processing of naval officer declination of appointment involving all required correspondence for SECNAV signature. (851)
19. Administers the Enlisted Advancement System. (852)

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20. Prepares and staffs the precept that convenes and guides each enlisted personnel selection board. (852)
21. Sponsors and provides the permanent recorder for E-7 and E-8/9 selection boards. (852)
22. Reviews requests for restoration of rate for personnel previously reduced administratively or under the Uniformed Code of Military Justice (UCMJ). (852)
23. Provides ADP support for officer and enlisted statutory selection boards. (853)
24. Coordinates appointment procedures with COMNAVCRUITCOM, CNET, U.S. Naval Academy, Bureau of Medicine and Surgery, and other naval and DOD activities. (854)
25. Controls applications of selected candidates from the time they are received in PERS-854 until the appointment acceptance and oath has been executed and returned to PERS-854. (854)
26. Prepares nominations of prospective initial officer appointees to the U.S. Senate for confirmation. (854)
27. Cancels appointments with the approval of the SECNAV. (854)
28. Prepares and maintains statistics by designator on appointments issued, accepted, or cancelled within programs for either active or inactive duty. (854)
29. Processes application papers for officer records; types appointment papers which include commissions, Optical Character Recognition (OCR) documents, forwarding letters, waivers of physical defects, restrictions and appointment delivery instructions; prepares special appointment documents and instructions on special cases such as inter-service transfers and temporary disability retirement reappointments. (854)
30. Maintains the history file on initial officer appointments. (854)
31. Revises officer appointment forms when applicable. (854)



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PERS-86
RESERVE OFFICER PROMOTIONS,
APPOINTMENTS, AND ENLISTED ADVANCEMENTS DIVISION

Function

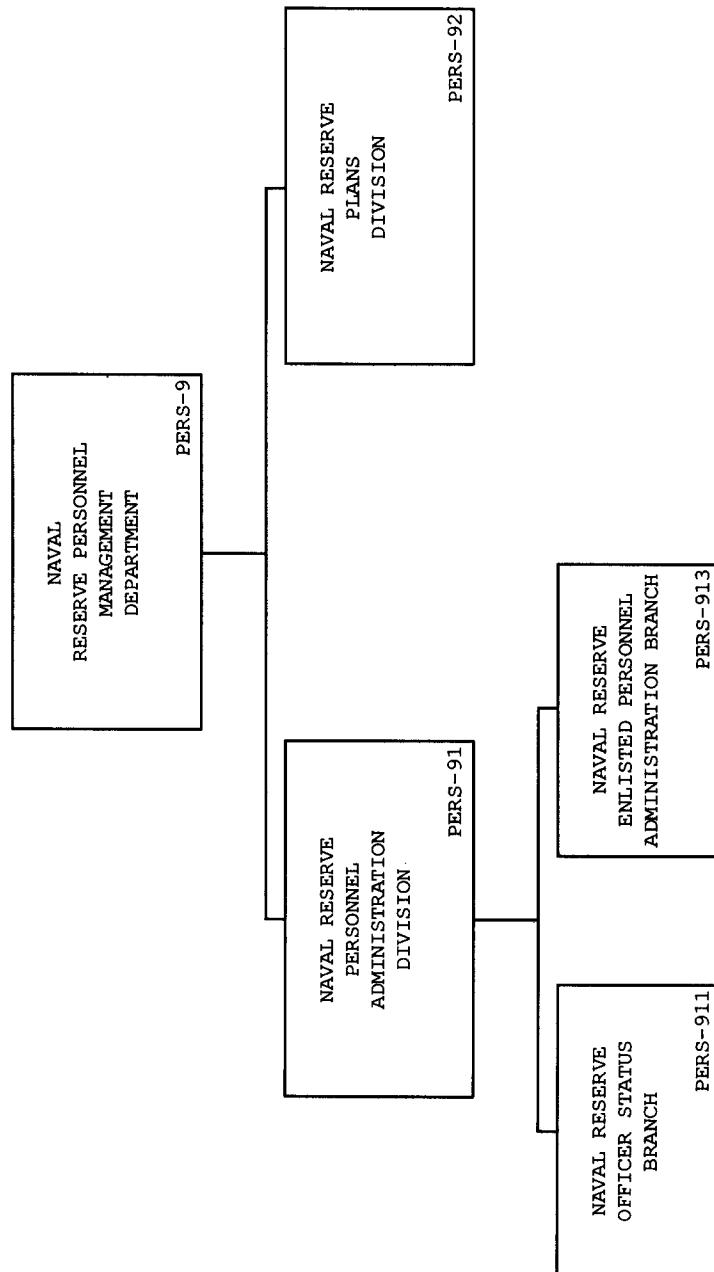
Administers and implements the statutes, regulations, and policies regarding Naval Reserve officer promotions and appointments and enlisted advancement.

Tasks

1. Administers the selection, appointment, and promotion of Reserve officers and enlisted advancement per Title 10, U.S.C., part III. (86)
2. Prepares and implements SECNAV precepts that convene and guide each Naval Reserve officer promotion selection board. (861)
3. Performs administrative procedures associated with Naval Reserve promotion selection boards. (861)
4. Prepares the record of proceedings and Senate nominations and promulgates All Navy (ALNAV) messages for each officer selection board. (861)
5. Provides advice and assistance to the Board for Correction of Naval Records in resolving petitions concerning promotions and advancement/rating determination issues; and provides responses to Congressional inquiries. (861, 862)
6. Provides advice and assistance to military and civilian personnel at all levels in DON and DOD regarding Naval Reserve promotions, appointment laws and policy, current and past dates of rank, precedence position, enlisted advancement policy and procedures, and all other promotion and selection procedures. (861, 862)
7. Assigns dates of rank for Naval Reserve officers receiving reappointments and appointments by inter-Service transfer and assigns base date of commissioned service for all Naval Reserve officers who are not on the active duty list of the Navy, above the grade of chief warrant officer W-4 (CW04). (861)
8. Determines those Reserve officers legally eligible for consideration for promotion (based on approved promotion plans); and provides list of eligibles to promotion selection boards. (861)

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9. Establishes and promulgates monthly dates of rank for Reserve officers and warrant officers selected for promotion based on the dates of rank assigned to their active duty list running mates. (861)
10. Maintains the precedence list of Naval Reserve officers, not on the active duty list of the Navy; and administers promotions of Naval Reserve officers per applicable laws and policies. Coordinates data elements on promotional status and history on the Inactive Officer Master File (IOMF) and the Officer Master File (OMF). (861)
11. Prepares and issues Naval Reserve officer permanent appointment certificates. (861)
12. Coordinates the preparation of the Register of Commissioned and Warrant Officers of the United States Naval Reserve. (861)
13. Administers the Naval Reserve enlisted selection boards. (862)
14. Prepares and implements COMNAVPERSCOM precepts that convene and guide each Naval Reserve enlisted advancement selection board. (862)
15. Establishes qualifications for and administers the authorizations for change in rating requests, and advancement of Naval Reserve enlisted personnel. (862)
16. Coordinates data elements on advancement/rating history on the Enlisted Master File (EMF) and Inactive Manpower and Personnel Management Information System (IMAPMIS). (862)



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PERS-9

NAVAL RESERVE PERSONNEL MANAGEMENT DEPARTMENT

Function

Coordinates and administers personnel matters involving Naval Reservists on inactive duty (including Standby Reserve Active/Inactive, Individual Ready Reserve (IRR), Selected Reserve (SELRES), and active duty for Training and Administration of the Reserves (TAR); provides counsel on matters relating to interpretations of statutes and regulations which govern Reserve personnel administration; implements policies and procedures affecting management and administration of the Naval Reserve including selection, appointment, assignment, promotion, advancement, retirement, attrition, and status of inactive duty Naval Reservists and TARs; acts as program manager for the Naval Reserve Personnel Center (NAVRESPERSCEN); and maintains liaison with various COMNAVPERSCOM offices and outside agencies concerning administration and services dealing with Naval Reserve personnel.

Tasks

1. Advises COMNAVPERSCOM on Naval Reserve policy issues. (9)
2. Coordinates all COMNAVPERSCOM replies relating to requests and inquiries from other organizations and individual reservists. (9C)
3. Manages the formulation of PERS-9 and NAVRESPERSCEN budget inputs into the Navy Program Objective Memorandum (POM) and the Future-Year Defense Program (FYDP). (9D)
4. Develops annual budget and controls budget execution of authorized Operations and Maintenance, Naval Reserve (O&M,NR); and Reserve Personnel, Navy (RP,N) funds. (9D)
5. Ensures that resources are safeguarded from unauthorized and inefficient use, that only authorized transactions are executed, and that fiscal records and reports are reliable. (9D)
6. Provides management controls to translate program requirements into the required financial plan. (9D)
7. Maintains PERS-9 accounting system for all cost accounts and monitors expenditures, providing necessary reports to management. (9D)
8. Acts as program manager for the Active Duty for Special Work (ADSW/RP,N) and the Active Duty Training (ADT) Programs. (9D)

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9. Monitors and coordinates NAVRESPERSCEN budget formulation and execution. (9D)

PERS-91
NAVAL RESERVE PERSONNEL ADMINISTRATION DIVISION

Function

Implements policies regarding active duty and inactive duty Naval Reserve officers and enlisted personnel. Administers and implements policies for affiliation, assignment, retention, separation, and discharge of inactive duty Naval Reserve personnel. Processes inactive duty Naval Reserve officer classification change requests. Coordinates statutory and administrative boards for inactive duty Naval Reserve officers. Computes Pay Entry Base Date (PEBD) and statement of service for inactive duty Naval Reserve officers.

Tasks

1. Administers COMNAVPERSCOM Control Category for inactive duty Naval Reserve officers. (911, 913)
2. Researches and determines the status of inactive duty Naval Reserve officers being considered for initial affiliation. (911)
3. Effects transfer of inactive duty Naval Reserve personnel among Ready Reserve and Standby Reserve categories as requested. Conducts participation screening of inactive duty Naval Reserve personnel and effects transfers as appropriate. (911)
4. Effects separation and directs retirement of inactive duty Naval Reserve officers. (911)
5. Responds to congressional and Board for Correction of Naval Records (BCNR) inquiries related to Naval Reserve personnel matters. (91B, 911, 913)
6. Maintains Inactive Manpower and Personnel Management Information System (IMAPMIS) data for inactive duty Naval Reserve officers. (911)
7. Provides career guidance to active duty and inactive duty Naval Reserve personnel. (911, 913)
8. Researches and assigns PEBD for inactive duty Naval Reserve officers. (911)
9. Researches and effects corrective actions for Reserve officer pay issues. (911)
10. Prepares initial Statement of Service document for newly accessed inactive duty Naval Reserve officers. (911)

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11. Processes Ready Reserve Service Agreements for inactive duty Naval Reserve officers. Reviews official record for performance and status for appropriate assignment of inactive duty Naval Reserve officers. (911)
12. Processes Reserve appointment requests from officers separated from active duty and authorizes reappointment of prior commissioned officers. (911)
13. Determines and notifies inactive Naval Reserve aeronautically designated officers of eligibility for aviation career incentive pay. (911)
14. Administers inactive duty Naval Reserve officer requests for change of designator, lateral transfer, and in-training waivers preparatory for a change of designator. (911)
15. Reviews and recommends changes to statutes, directives from higher authority, and MILPERSMAN with regard to administration of Naval Reserve personnel. (91B)
16. Administers the inactive duty Naval Reserve In-service Chief Warrant Officer (CWO)/Limited Duty Officer (LDO) Procurement Program. (911)
17. Processes inter-Service transfer requests from inactive duty Naval Reserve officers. (911)
18. Conducts the Naval Reserve Officer Mobilization Disposition Board. (911)
19. Conducts Officer Continuation Board for members on the Reserve Active-Status List (RASL). (911)
20. Assigns physical risk classification for inactive duty Naval Reserve officers. (911)
21. Administers Naval Reserve policy for affiliation, assignment, retention, separation and discharge of enlisted members. (913)
22. Administers the Secretary of the Navy inactive duty Naval Reserve personnel age 60 policy. (911, 913)
23. Administers the inactive duty Naval Reserve High Year Tenure (HYT) Program. (913)
24. Administers the TAR Veteran Accession Program. (913)

25. Coordinates Naval Reserve input and recommends disposition of TAR personnel with regard to the active duty HYT Program. (913)
26. Coordinates policy development and reviews legislation with regard to Naval Reserve bonus/incentive programs, stipends, and loan repayment. (911, 913)
27. Administers the Naval Reserve Canvasser/Recruiter (CR) Program. (91D)
28. Identifies requirements and coordinates officer and enlisted recall to active duty to fill CR billets. (91D)
29. Issues recall to active duty and continuation orders for canvasser recruiter enlisted personnel. (91D)
30. Processes voluntary termination of active duty for officer and enlisted canvasser recruiters. Processes involuntary termination of active duty for enlisted canvasser recruiters. (91D)

PERS-92
NAVAL RESERVE PLANS DIVISION

Function

Executes those approved total force military Reserve personnel programs under the purview of COMNAVPERSCOM. Develops and executes associated fiscal support plans, develops and issues military personnel plans and policies, and monitors adherence to these plans and policies to ensure attainment of goals. Functions as primary liaison for military personnel matters.

Tasks

1. Initiates and develops plans and policy for the overall procurement, promotion, career development, and attrition/retirement of Training and Administration of the Reserves (TAR) officers. Initiates and develops plans and policy for overall promotion and attrition/retirement of inactive duty officers. (92)
2. Coordinates and assists in congressional responses concerning TAR/Selected Reserve (SELRES) officer programs, including the compiling of statistics and reports on the Full-Time Support (FTS) community regarding promotion zones, opportunity, success rates, and flow points for selection. (921)
3. Drafts and publishes directives regarding FTS personnel in the Naval and Marine Corps Reserve; Regulations governing Running Naval Mates, Precedence, and Competitive Categories for Officers of the Naval and Marine Corps Reserve; Inactive Reserve Direct Appointment Program, Voluntary Retirement of Members of the Naval and Marine Corps Reserve not on Active-Duty Lists (including TAR/FTS) and Regulations to Govern Procurement and Appointment of limited duty officers (LDOs) and chief warrant officers (CWOs) for Inactive Duty in the Naval Reserve. (921)
4. Establishes officer FTS personnel requirements including TAR, Canvasser/Recruiter (CANREC), and Reserve Personnel Navy (RPN) three-year recall. Provides end strength requirements to the Future-Year Defense Plan (FYDP) and Program Objectives Memorandum (POM). (921)
5. Develops policy for strength plans and annual accession plans for FTS officer community management. Monitors and makes recommendations concerning FTS billet structures. (921)
6. Coordinates and monitors the execution of Navy personnel policy for the Naval Reserve. (92)

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7. Drafts and publishes policy memorandum regarding Reserve officer management and monitors Reserve officer end-strength. (92C)
8. Monitors FTS officer strength during budget execution, incorporating actual data and forecasting future requirements to meet mandated end-strength. Monitors Selected Reserve officer strength during budget execution. (921, 92C, 92D)
9. Plans monthly FTS officer gains, losses, promotions, continuation and strength plans for current year and out year planning. (921)
10. Prepares TAR Officer Promotion Plans and plans monthly phasing of TAR officer promotion accessions. (921)
11. Assesses the impact of proposed budget marks on the FTS officer end-strength planning process, offering proposed revisions to existing plans to accomplish these marks. (921)
12. Develops legislation for improving FTS Community. (921)
13. Serves as Technical Advisor for TAR Statutory and Administrative Board. (921)
14. Elicits and coordinates inputs to Reserve Officer Grade Plan from each competitive category/community and prepares Fiscal Year (FY) Grade Plans for CWO through captain. (92C, 92D)
15. Monitors publication of annual recruiting and accession goals of prior service veterans and direct commission officers. (92C, 921)
16. Monitors the development of the Active Duty Promotion Plan to determine zone sizes and selection opportunity from which the Reserve zones are derived. (921)
17. Determines the need for Officer Elimination Boards based on grade end-strength restrictions and promotion opportunities. (921)
18. Provides career information for selection boards, commanding officers, officers in charge and other community managers. (921, 92C, 92D)
19. Develops policy and publishes accession, promotion, and attrition plans for Reserve LDOs/CWOs. (92D)
20. Develops guidance and quotas for the Reserve LDO/CWO In-Service Procurement Selection Board, the Reserve CWO Continuation

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Board and Reserve CWO Physician Assistant to Medical Service Corps (MSC) Conversion Board. (92D)

21. Maintains quota control for the LDO/CWO Indoctrination Course for the Naval Reserve. (92D)

22. Acts as CNO lead agency and subject matter expert in development of DOD/Navy doctrine for Reserve Component (RC), coordinates Navy review of DOD/SECNAV policy and procedures for personnel, monitors and evaluates Navy compliance with DOD/SECNAV policy guidance for personnel recall and mobilization. (922)

23. Identifies and evaluates RC personnel management impact resulting from doctrine and policies. (92)

24. Develops and issues Navy policy and procedural guidance for voluntary and involuntary personnel recall and mobilization processing support. (922)

25. Provides RC planning support for OPNAV/Fleet Commanders in Chief (FLTCINCS)/Unified Commander in Chief (UCINC) Joint Operation Plans (OPLAN)/concept plans (CONPLAN)/no plans (NOPLAN) development, evaluation, approval and execution. (922)

26. Participates in Navy OPLAN/CONPLAN evaluation and approval for RC forces and personnel requirements with Navy Mobilization Processing Site (NMPS) throughput requirements. (922)

27. Directs and manages NMPS mobilization and demobilization for support of Navy/UCINC OPLAN/CONPLAN/NOPLAN personnel deployment and redeployment. (922)

28. Directs, coordinates and submits required mobilization and de-mobilization monitoring and evaluation reports for Navy and JCS. (922)

29. Coordinates, develops, evaluates and approves Navy Manpower Mobilization Support Plans (MMSP). (922)

30. Supports DCNO(MP) POM development, evaluation and execution of approved programs; participates as subject matter expert in evaluation of POM impact of Naval Reserve components. (92)

31. Acts as DCNO(MP) agent and Reserve liaison for the Emergency Response Center (ERC) support unit and the Personnel Mobilization Team (PMT) program. Provides overall program guidance for ERC/PMT programs and oversight of Naval Reserve Personnel Center technical sponsor functions for PMT program. (922)

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32. Provides POM inputs and acts as principal agent to support DCNO(M&P) and COMNAVPERSCOM Navy-wide Fleet training and mobilization exercises. (922)

33. Develops draft SECNAV, DCNO(M&P), and COMNAVPERSCOM recall and mobilization directives (memos, messages, instructions, etc.). (922)

34. Acts as Navy's lead agent for establishment of personnel accounting categories; monitors and evaluates Reserve component personnel accounting, tracking and personnel pay during recalls and mobilization. (922)

35. Serves as Navy's functional proponent and lead agent for technology support for Rapid Reserve component personnel integration into the total force (e.g., SMART CARD, NMPS Information Resource Management support, etc.). (922)